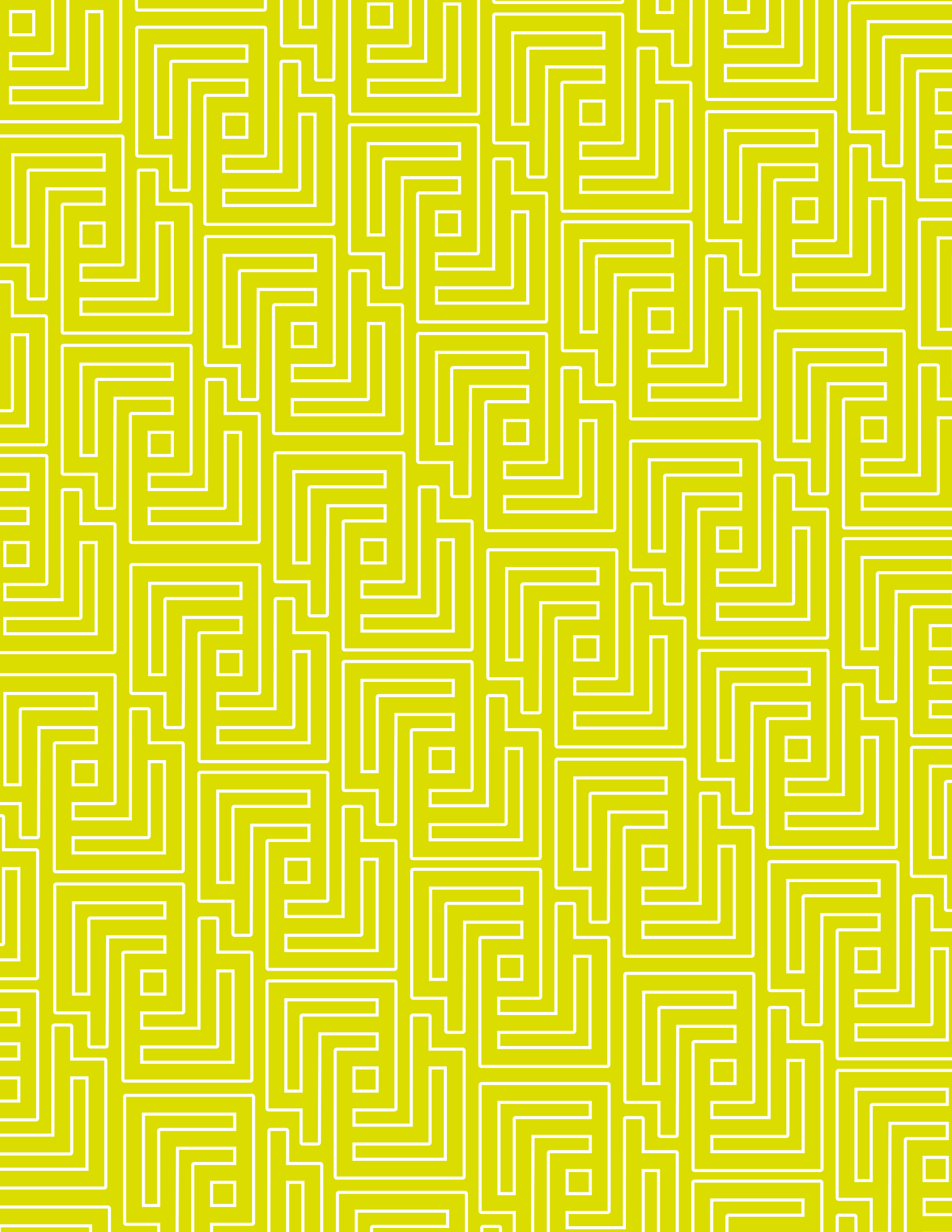


POLL PAD^{v.1.0} | user guide

THE STATE OF CALIFORNIA





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meet the

POLL PAD[®]



1 Power Button

2 Home Button

3 Poll Pad & Plastic Shell

4 Stand Arm

5 Poll Pad Base

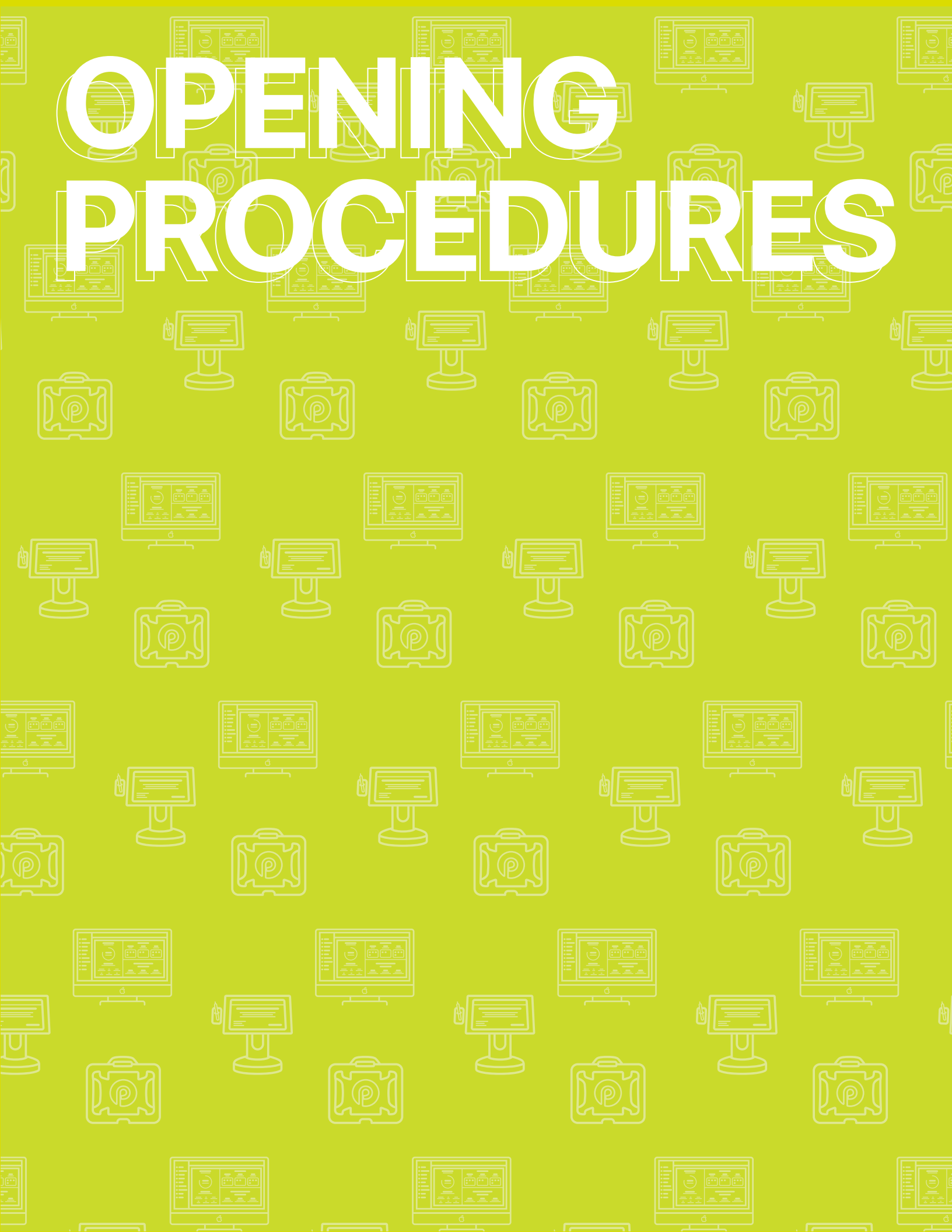
6 Camera

7 ID Tray



- 1 Green Case
- 2 Poll Pad
- 3 Poll Pad Base
(stand arm located under base)
- 4 Lightning to
USB Cable
& USB Power
Adapter
- 5 (2) Stylus
- 6 ID Tray
- 7 Printer & Cords
- 8 Screen Cloth

OPENING PROCEDURES



OPENING PROCEDURES | POLL PAD SETUP



1 STAND ARM

To attach the stand arm to the iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.



2 CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

NOTE: COMPLETE printer setup BEFORE powering on iPad

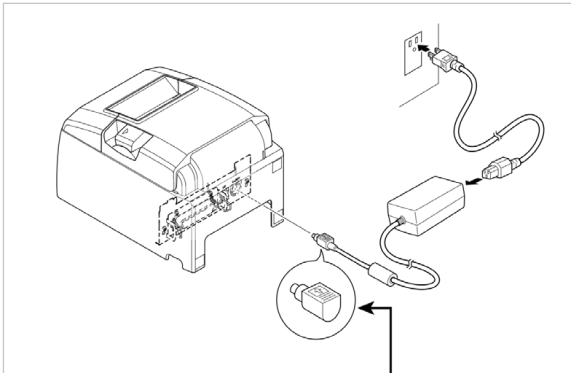


3 ATTACH PHOTO ID TRAY

Attach the ID tray to the iPad using the mounting clip. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.

NOTE: COMPLETE printer setup BEFORE powering on iPad

OPENING PROCEDURES | **PRINTER SETUP**



1 LOCATE PRINTER

Open the transport case and remove printer, adapter and power cord.



2 CONNECT TO POWER ADAPTER

Connect the power cord to the power adapter.

NOTE: Ensure secure connection



3 CONNECT TO PRINTER

Plug the connector into the back of the printer.

NOTE: Ensure secure connection



4 PLUG PRINTER INTO OUTLET

Plug your printer into a wall outlet.

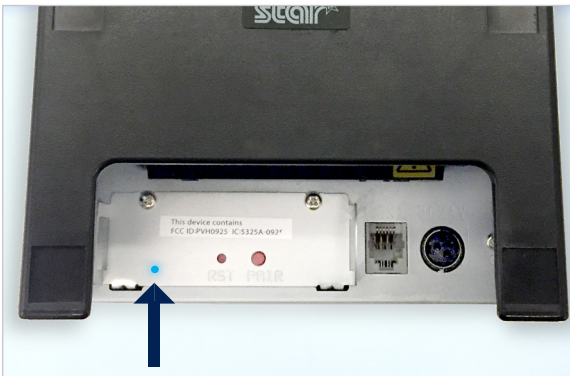
NOTE: Make sure your check-in table is close to the wall outlet or you have an extension cord available.

OPENING PROCEDURES | **PRINTER SETUP**



5 TURN PRINTER ON

The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, check the power cord connections and make sure the outlet has power.



6 CONFIRM CONNECTION

Look for blue light on the back of the printer to confirm the wireless printing connection is successful.

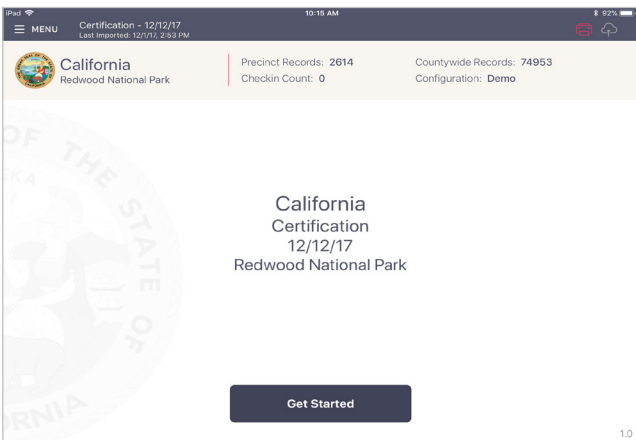
OPENING PROCEDURES | POLL PAD SETUP



1 POWER ON POLL PAD

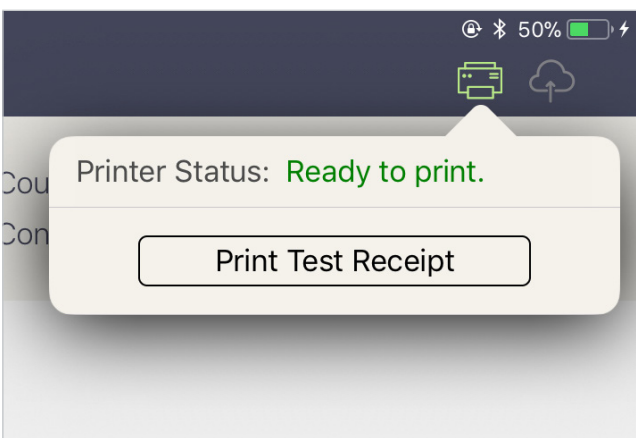
Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application will launch automatically.

NOTE: Poll Pad will power on if connected to AC power



2 HOME SCREEN CHECKLIST

- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is Correct (Most Important)
- Check-in Count = 0
- Battery Life is Close to Full (90% or greater)

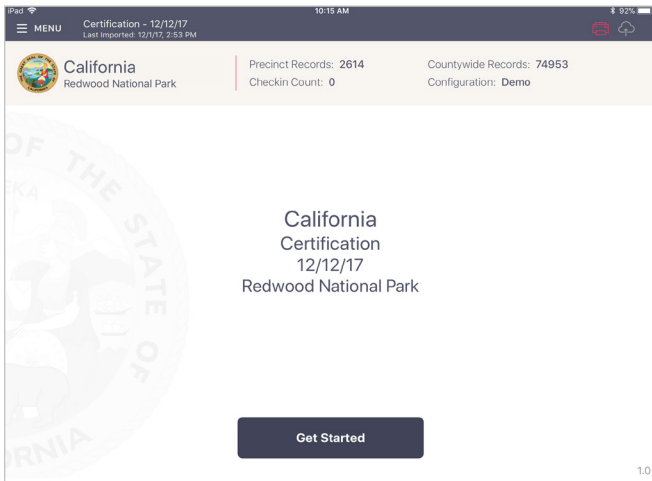


3 CONNECT & TEST PRINT

A green printer icon on the Poll Pad means you are connected to the printer.

Press the green printer icon and select 'Print Test Receipt' and a sample receipt will print. You are now ready to sign in and process voters.

OPENING PROCEDURES | POLL PAD ICONS



PRINTER ICONS & COLORS



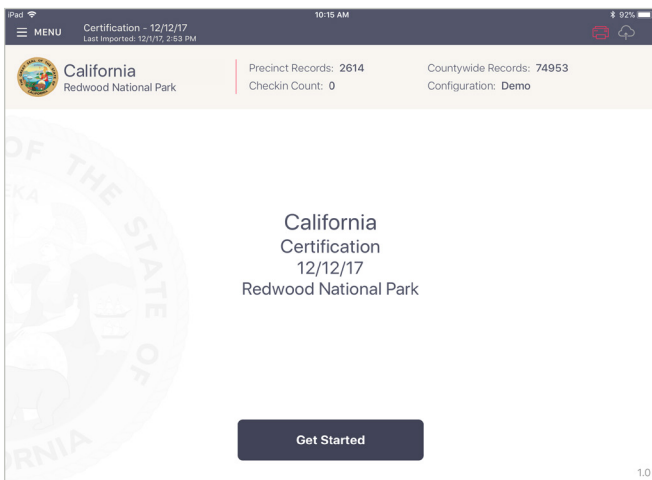
Poll Pad is paired with the printer. A receipt will print out for checked-in voters and those who are in the wrong precinct. **This feature is active.**



Poll Pad recognizes the printer and is currently in the process of pairing with the device. **This feature is active.**



Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect. **This feature is active.**



MULTI-PEER ICONS & COLORS



Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.



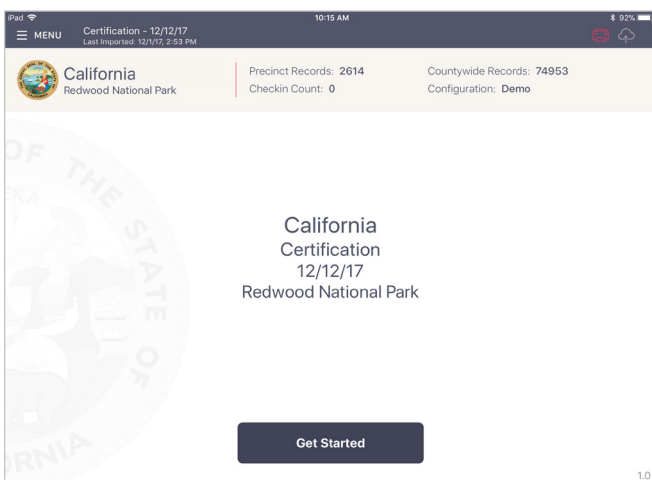
The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.



Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.



The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Contact Election Authority.



CLOUD SYNC ICONS & COLORS



Poll Pad is currently connected and synchronizing with the central election database. **This feature is active if applicable.**

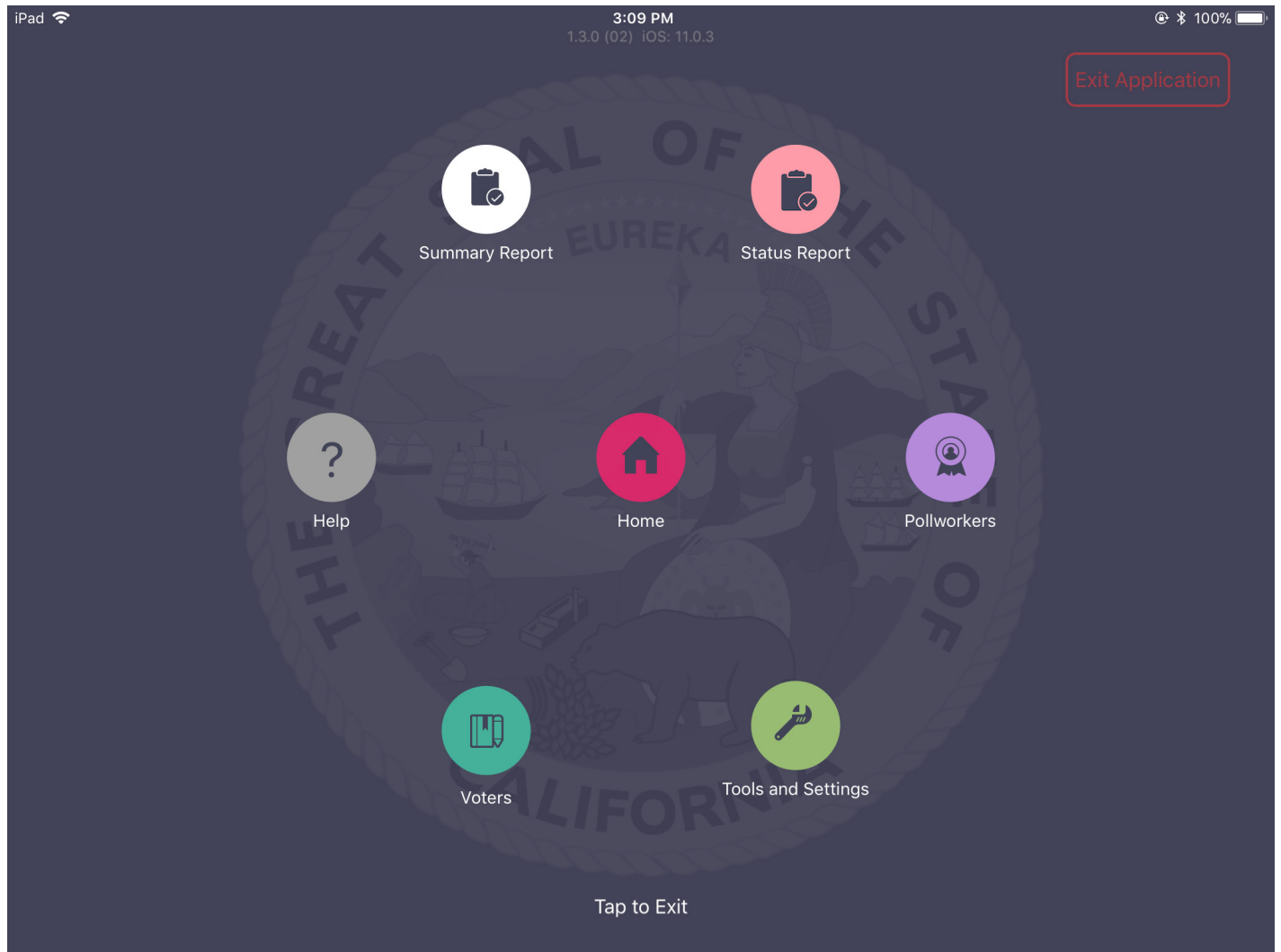


Poll Pad is in the process of connecting to the central election database. **This feature is active if applicable.**



Poll Pad is currently disconnected and not synchronizing with the central election database. **This feature is active if applicable.**

MAIN MENU KEY



Home - Access the Get Started screen to process voters.

Contact Support - Access to video and/or text messaging functions.

Voter Lookup - Search for a voter record.

Tools and Settings - Password-protected access to advanced functions such as importing voter file and audit logs.

Help - Customizable resource for user guides, videos, and troubleshooting content.

Summary Report - Password-protected (optional) access to localized, customizable reports.

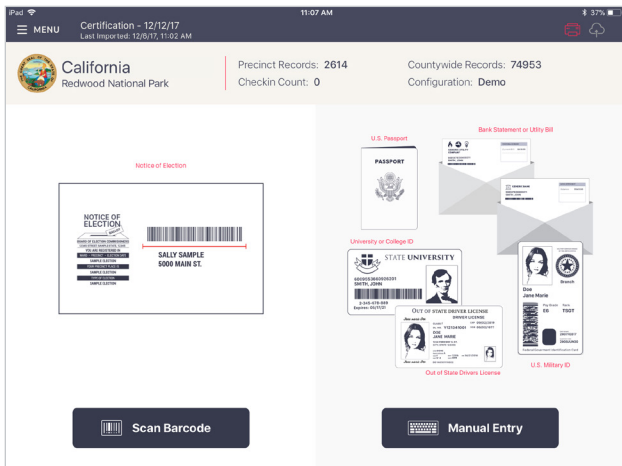
Pollworkers - Check in and check out your poll workers.

PROCESSING VOTERS

PROCESSING VOTERS | SEARCH BY SCAN BARCODE

1 VERIFY VOTER'S INFO

Ask the voter to provide an acceptable form of ID. After verifying the voter's ID is valid, start the check-in process by touching **Scan Barcode**.



2 SCAN VOTER'S ID

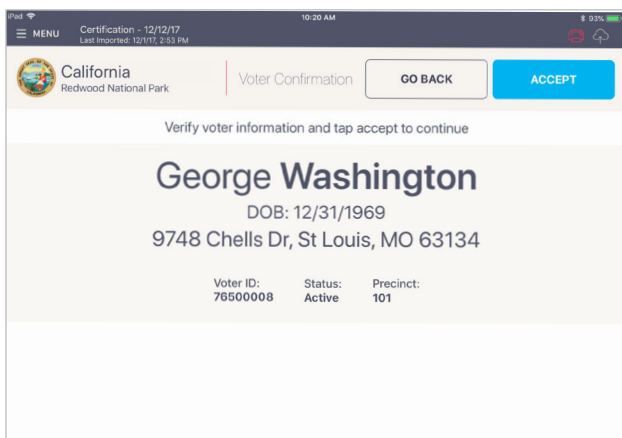
A live image of the Photo ID Tray displays on screen. Place his or her photo ID (with the barcode facing the camera) onto the ID Tray.

NOTE: If the camera is unable to scan the voter's photo ID or if the ID is not placed onto the holder within five seconds, the Poll Pad will display "Barcode Not Found." If this occurs find the voter using the manual search method.



3 VOTER CONFIRMATION

Once the barcode is recognized, the screen displays the voter's information. If all information is correct, press **ACCEPT**.



PROCESSING VOTERS | SEARCH BY SCAN BARCODE

4 VOTER SIGNATURE

Rotate screen to capture voter's signature. Once complete, rotate back and press **DONE SIGNING**.

California
Redwood National Park

Signature Confirmation

GO BACK DONE SIGNING

George Washington
9748 Chells Dr, St Louis, MO 63134

CLEAR SIGNATURE

x Sample Signature

5 POLL WORKER CONFIRMATION

Poll worker confirmation page will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field and press **SUBMIT**.

California
Redwood National Park

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
9748 Chells Dr, St Louis, MO 63134

Precinct: 101 Voter ID: 76500008
Split: 001
Status: Active
DOB: 12/31/1969

Ballot Style: 101-001

Assistance Required

Sample Signature
Signature on Election Day

JD
Pollworker Initials

6 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

George Washington
Processed Successfully

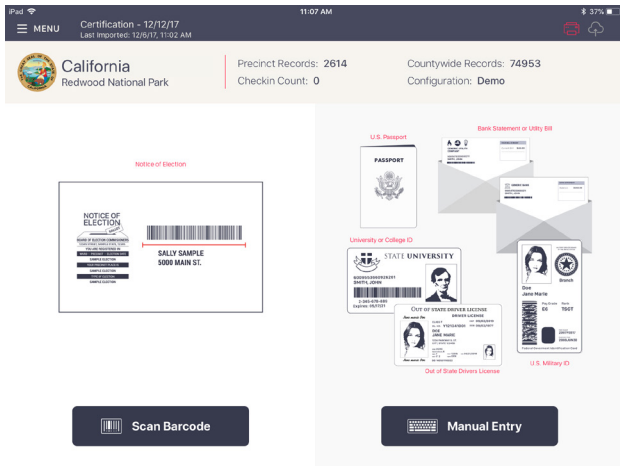
Ballot Style: 101-001 Precinct: 101 Split: 001

Touch anywhere on the screen to continue.

PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

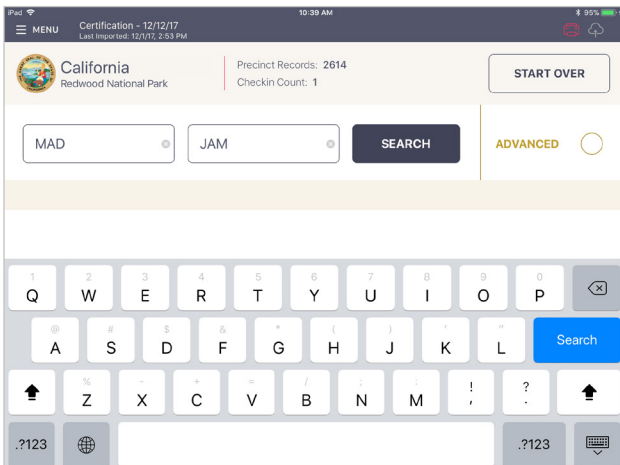
1 SEARCH BY NAME

Press **Manual Entry** to locate the voter by using his or her first and last name.



2 ENTER VOTER'S NAME

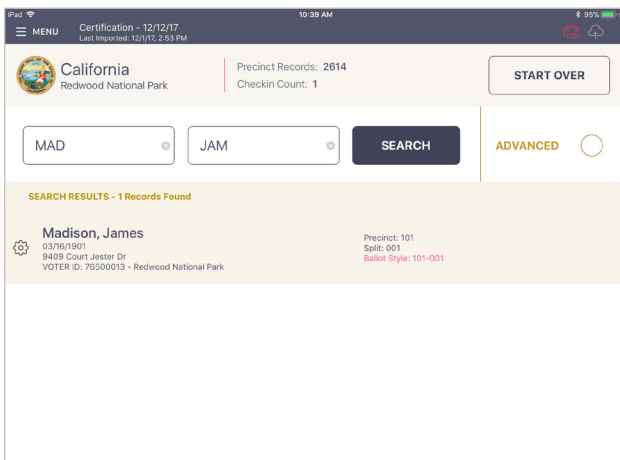
Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.



3 SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads "Wrong Precinct."



PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

4 VOTER CONFIRMATION

Screen displays voter's information.
Verify information, if all is correct press **ACCEPT**.

California
Redwood National Park

Voter Confirmation

GO BACK ACCEPT

Verify voter information and tap accept to continue

James Madison
DOB: 03/16/1901
9409 Court Jester Dr, St Louis, MO 63134

Voter ID: 76500013 Status: Active Precinct: 101

5 VOTER SIGNATURE

Rotate screen to capture voter signature. Once complete, rotate back and press **DONE SIGNING**.

State of California
Botanical Garden

Signature Confirmation

GO BACK DONE SIGNING

James Madison
Declared Party: Republican
9409 Court Jester Dr, St Louis, MO 63134

x Sample Signature

CLEAR SIGNATURE

6 POLL WORKER CONFIRMATION

Poll worker confirmation screen will appear.
Poll worker to verify and confirm all information is correct. If correct, press **SUBMIT**.

State of California
Botanical Garden

Poll Worker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND PRESS SUBMIT

James Madison
9409 Court Jester Dr, St Louis, MO 63134
Precinct: 101 Voter ID: 76500013
Status: Active
DOB: 03/16/1901

Declared Party: Republican
Ballot Style: 101

Sample Signature
Signature on Election Day



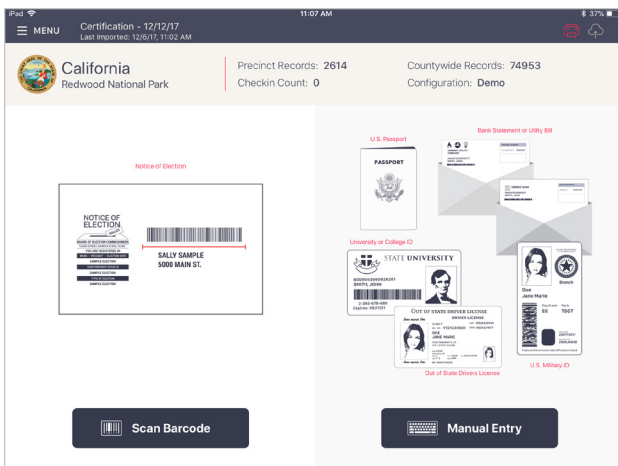
6 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

PROCESSING VOTERS | VOTE BY MAIL OR VBM - RECEIVED

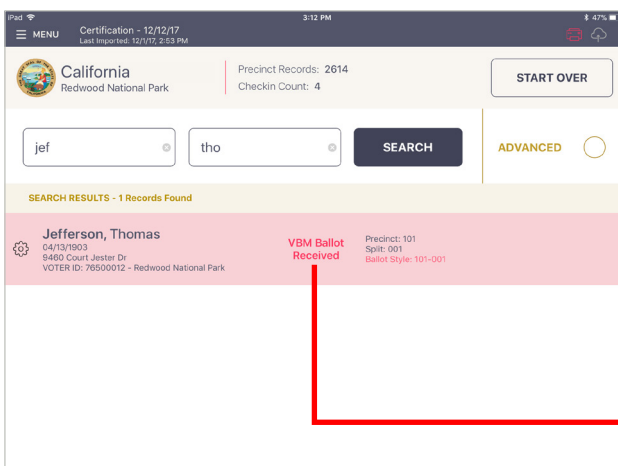
1 LOOK UP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



2 LOCATE VOTER'S RECORD

Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "VBM Ballot Received." Press voter record.

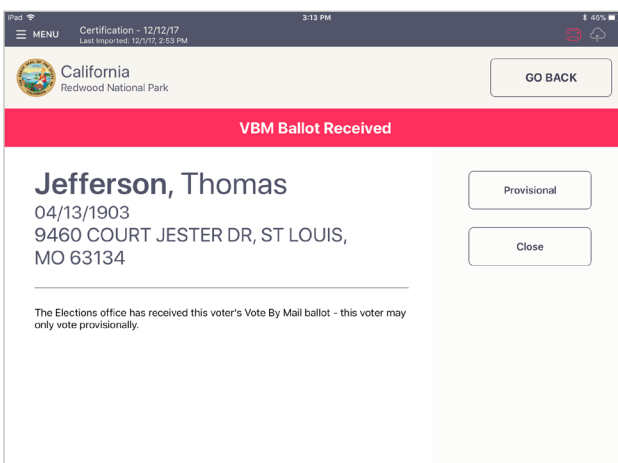


VBM Ballot
Received

3 FOLLOW PROMPT

A prompt will appear reading, "The Elections office has received this voter's Vote By Mail ballot - this voter may only vote provisionally"

Press **Provisional** to process voter provisionally.
Press **Close** to start over.



PROCESSING VOTERS | VOTER REQUIRES ASSISTANCE

1 VOTER ASSISTANCE

If a voter requires assistance, an Assistance Required box is found on the Poll Worker Confirmation page. Poll worker checks Assistance Required box.

California
Redwood National Park

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

Zachary Taylor
9460 Court Jester Dr, St Louis, MO 63134
Precinct: 101 Voter ID: 78500023
Split: 001
Status: Active
DOB: 11/24/1904
Ballot Style: 101-001

Assistance Required ☒

Assistance Required ☒

2 ASSISTANT SIGNATURE

A pop-up will instruct the assistant to sign in the box below. Once signed poll worker presses **CONTINUE**. Poll worker then verifies voter's information and ballot style. If all is correct, press **SUBMIT**.

California

START OVER SUBMIT

Assistance Required CONTINUE

Instruct the assistant to sign in the box below

Zachary Taylor
9460 C
Precinct: 101
Split: 001
Status: A
DOB: 11/
Ballot

Assistant

Sample Signature
CLEAR SIGNATURE

3 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

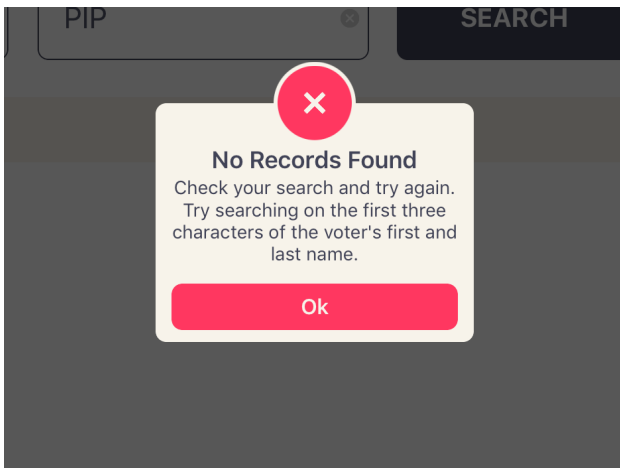
THE GREAT SEAL OF THE STATE OF CALIFORNIA

Zachary Taylor
Processed Successfully

Ballot Style: 101-001 Precinct: 101 Split: 001

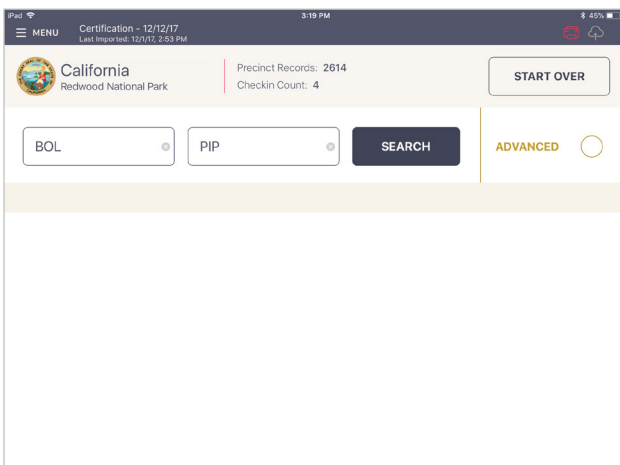
Touch anywhere on the screen to continue.

PROCESSING VOTERS | **ADVANCED SEARCH**



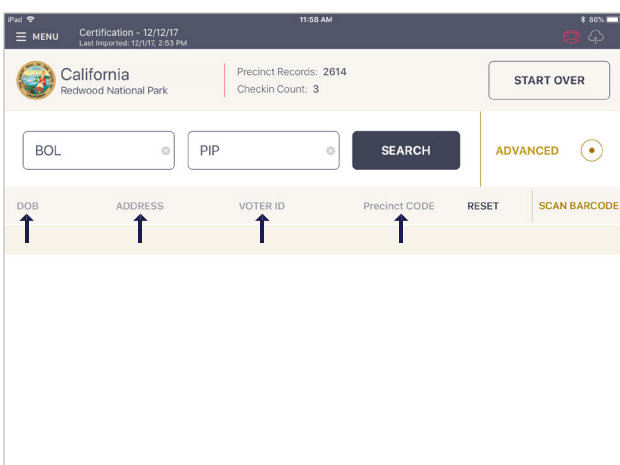
1 **VOTER NOT FOUND**

If Manual Entry has been used to find a voter, and he or she is still not found, a pop-up will appear reading, **No Records Found**. Press **OK** to go back to Voter Lookup.



2 **ADVANCED SEARCH**

Once back on the Voter Lookup Screen, press **ADVANCED**.



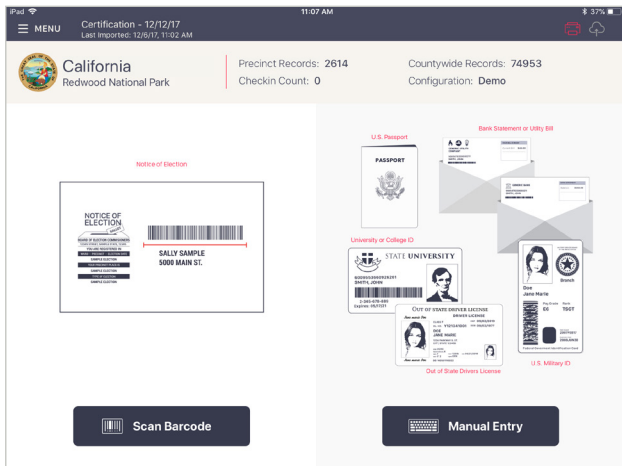
3 **SEARCH BY:**

Lookup voter by using **DATE OF BIRTH (DOB), ADDRESS, VOTER ID**, etc., press **DONE** then **SEARCH**. If voter is found using Advanced Search, follow same protocol as manual entry to process voter.

PROCESSING VOTERS | WRONG LOCATION

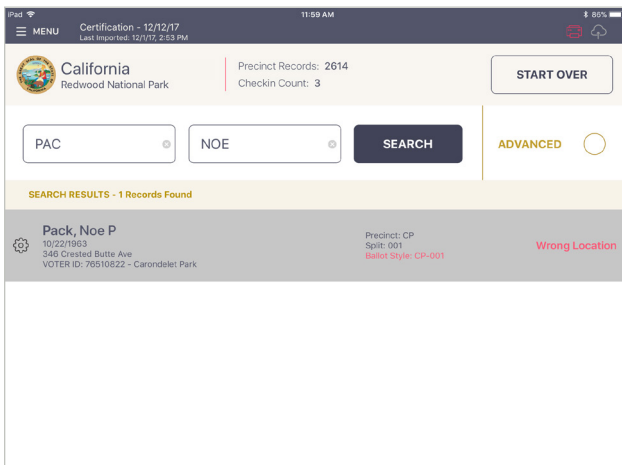
1 LOOKUP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



2 LOCATE VOTER'S RECORD

If the voter is at the wrong polling location, their record will be highlighted in gray and contain a status that reads "Wrong Location." Touch voter record.

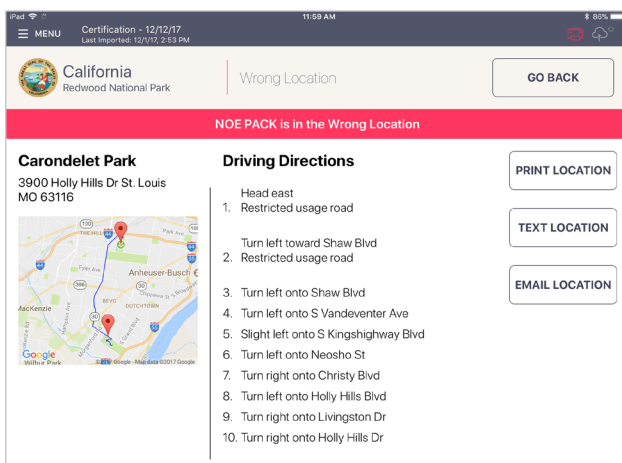


Wrong Location

3 PROVIDE DIRECTIONS

A popup will appear reading, "(Voter's Name) is in the Wrong Location." Correct polling location name and address will be provided. Direct voter to correct polling location. Press **GO BACK** then **START OVER**.

NOTE: Map will appear if using WiFi connectivity in polling location.



PROCESSING VOTERS | PROVISIONAL VOTER

The screenshot shows the 'Voter Confirmation' screen for James Madison. At the top, it says 'Certification Election - 6/5/18' and 'Last Imported: 4/5/18, 3:38 PM'. The header includes the 'State of California Botanical Garden' logo and a 'Voter Confirmation' title with 'GO BACK' and 'ACCEPT' buttons. The instruction 'Verify voter information and tap Accept Button to continue.' is displayed. The voter's name 'James Madison' is prominently shown, followed by 'DOB: 03/16/1901' and '9409 Court Jester Dr, St Louis, MO 63134'. Below this, a table lists voter details: Voter ID: 76500013, Status: Active, Party: Republican, and Precinct: 101. At the bottom, there is a 'Process Provisionally' button.

1 LOOK UP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

Poll worker to confirm all information on the screen. If voter fails to meet requirements to be processed he/she can vote provisionally, select **Process Provisionally**.

The screenshot shows the 'PROVISIONAL' screen for James Madison. The header includes the 'State of California Botanical Garden' logo and a 'PROVISIONAL' title with 'CANCEL' and 'APPLY' buttons. The instruction 'Verify voter information and tap Accept Button to continue.' is displayed. The voter's name 'James Madison' is shown. Below the name, there is a dropdown menu for 'Voter in Wrong Location' with 'Other' selected. To the right, there are two 'Phone Number' input fields. Below the dropdown, there is a 'Choose Reason' dropdown menu. At the bottom, there is a 'Details' section with a large text input field.

2 PROCESS PROVISIONALLY

Select reason from drop-down menu and if available enter voter's phone number. Phone number is NOT a required field. When finished, press **APPLY**.

The screenshot shows the 'Voter Confirmation' screen for James Madison, similar to the first screenshot. However, there is a red bar at the top of the screen with the word 'PROVISIONAL' repeated six times. The rest of the screen, including the voter's name, address, and details, is the same as in the first screenshot. The 'Process Provisionally' button is still at the bottom.

3 POLL WORKER CONFIRMATION

A new screen will appear. Poll worker to confirm all information on the screen. If the voter record is correct, press **ACCEPT** to continue voter check-in.

PROCESSING VOTERS | SPOILED BALLOT

1 LOOK UP VOTER

Lookup the voter's record using Manual Entry instructions.

Once voter record has been located, access the advanced functions menu by selecting the gear icon and providing the password.

The screenshot shows the 'State of California Botanical Garden' poll station interface. At the top, it displays 'Certification Election - 6/5/18' and 'Last Imported: 4/5/18, 3:38 PM'. Below this, there's a header with the state seal and precinct information: 'Precinct Records: 2614' and 'Checkin Count: 2 (SB: 1)'. A 'START OVER' button is in the top right. The main area has two input fields for 'lun' and 'bla', a 'SEARCH' button, and an 'ADVANCED' toggle. Below the search bar, it says 'SEARCH RESULTS - 1 Records Found'. A single result is shown for 'Luna, Blake' with details: '12/14/01 - Republican', '9425 Manganese Dr', 'VOTER ID: 76500045', 'Voted', 'Botanical Garden Precinct: 101', 'Ballot Style: 101', and a signature. A gear icon is visible next to the voter name.

2 SELECT SPOIL BALLOT

Select **Spoil Ballot** from the Advanced Functions menu.

This screenshot shows the same interface as the previous one, but with the 'ADVANCED' toggle selected. Below the search results, there's a section for 'Luna, Blake' with a close button (X). Underneath, there are several buttons: 'Mark Voter Absentee' (with a dropdown arrow), 'Allow Voter to Vote', 'Reprint Checkin Transaction', 'Cancel Voter Checkin', and 'Spoil Ballot'.

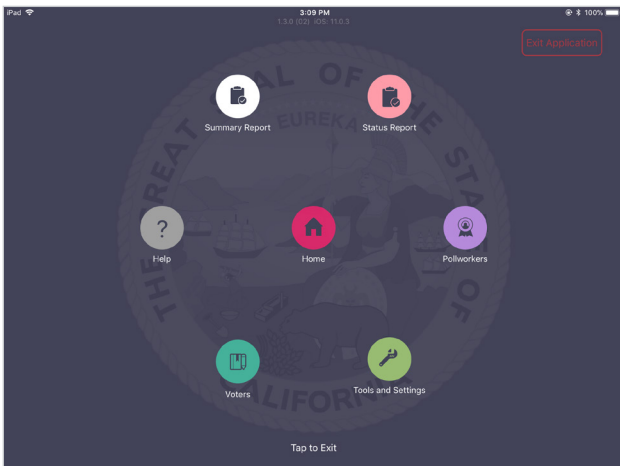
3 SELECT SPOIL REASON

A new screen will appear. Poll worker to select reason for spoiling ballot. Once selected, press **SPOIL BALLOT** to complete the process.

NOTE: During primary elections, select party of re-issued ballot.

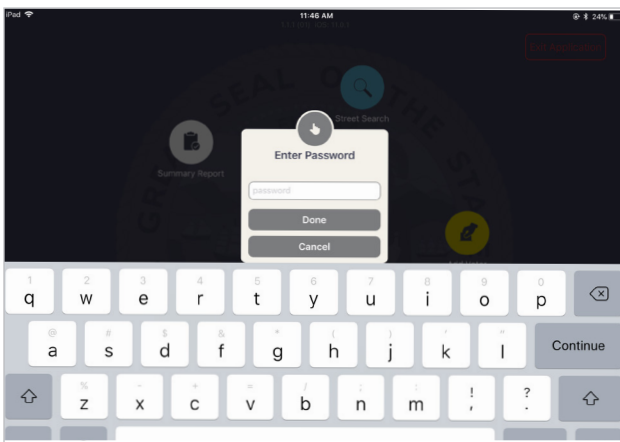
The screenshot shows the 'SPOIL BALLOT' screen. At the top, there's a red header with 'SPOIL BALLOT'. Below this, the voter's information is displayed: 'Luna, Blake', '9425 MANGANESE DR, ST LOUIS, MO 63134', and 'BALLOT STYLE: 101'. There's a 'CHANGE PARTY' dropdown button. On the right, there's a 'CHOOSE REASON' section with buttons for 'Spoiled Ballot', 'Wrong Party Selected', 'Ballot Destroyed', and 'Other'. At the bottom left, it shows 'Ballots Spoiled: 0' and 'Spoiled Ballots Remaining: 3'.

PROCESSING VOTERS | SUMMARY REPORT



1 MENU

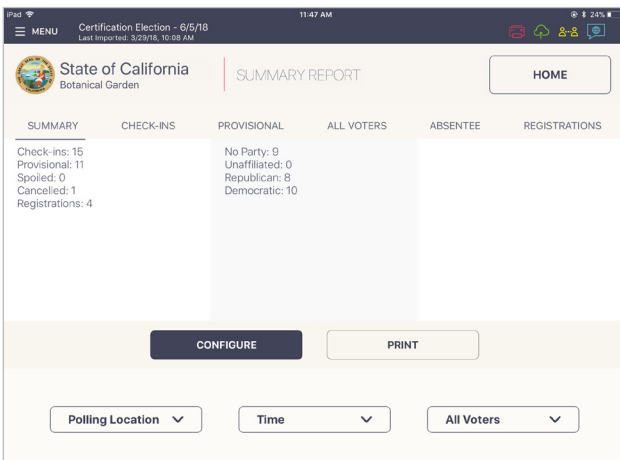
To access Summary Report contained in the Poll Pad, press **MENU** > **Summary Report**.



2 ENTER PASSWORD

The Poll Pad may ask for a password. Enter the password and press **Done**.

*Consult Elections Office to obtain password.



3 SUMMARY REPORT

The Summary Report data can be filtered by type using the headers across the top of the screen. Use the **CONFIGURE** button at the bottom of the screen to sort and print the desired information.

CLOSING PROCEDURES

1 PACK POLL PAD CASE

Disassemble the Poll Pad and return the supplies to the Poll Pad Case. Close the lid and secure.

- 1 Green Case
- 2 Poll Pad & Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- 5 (2) Stylus
- 6 Photo ID Tray
- 7 iPad Screen Cloth
- 8 Printer



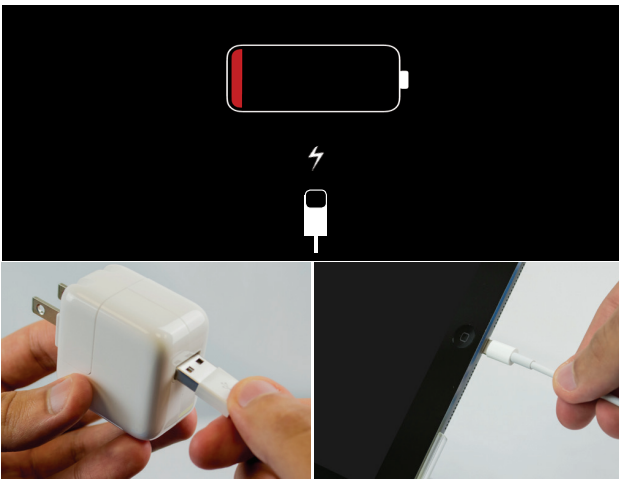
2 RETURN SUPPLIES

Return Poll Pad Case to the Election's office on election night, along with other precinct supplies.

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.



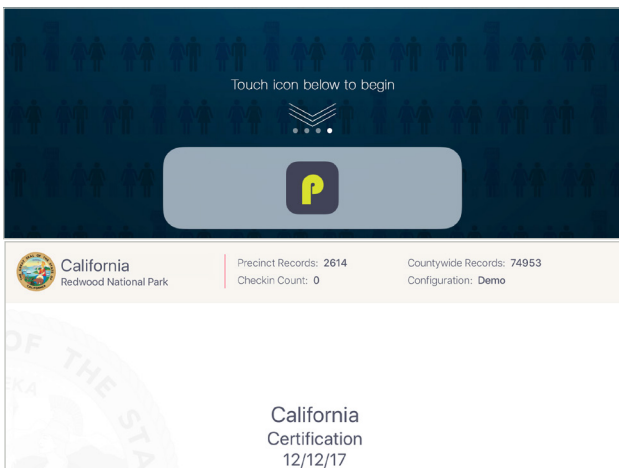
HELP DESK



CHARGING POLL PAD

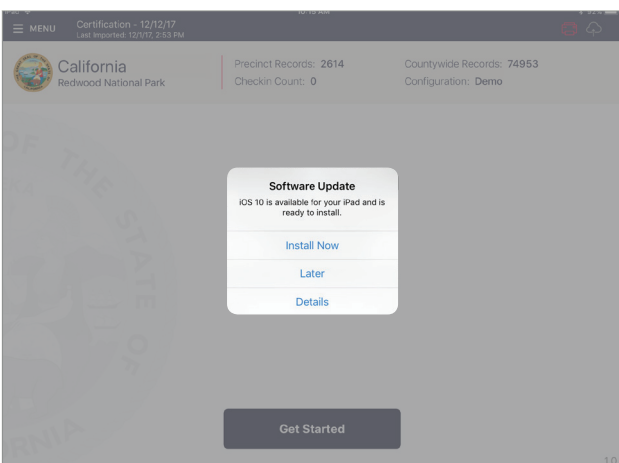
- 1 Plug USB end of power cable into power cube
- 2 Plug power cube into an AC wall outlet
- 3 Plug power cable into Lightning Connector on Poll Pad
- 4 Wait about five minutes for the Poll Pad to charge
- 5 Once there is sufficient power, Poll Pad will auto power on
- 6 Resume normal operations

NOTE: To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.



OPENING POLL PAD

- 1 If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen
- 2 Verify the California homepage displays on screen



iOS SOFTWARE UPDATE

DO NOT perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

- 1 Touch Later from the list of on screen options
- 2 Press the Home button and verify Poll Pad app remains open

HELP DESK



POLL PAD SCREEN IS UNRESPONSIVE

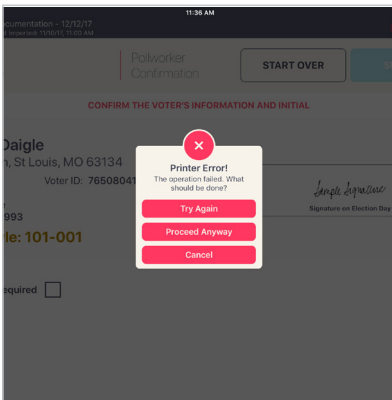
❶ Unplug unit from power source (electrical outlet, battery, etc.)

If the Poll Pad screen is unresponsive, perform the following steps:

❷ Hold down the Sleep/Wake and Home buttons simultaneously

❸ Release both buttons once the Apple logo displays on screen

❹ After application launches, return to previous activity.



NOT PRINTING / STOPS PRINTING

❶ Make sure the printer is turned 'ON.'

❷ Confirm the printer is plugged into outlet and cords are securely connected.

❸ Check paper is installed correctly.

❹ Confirm connection with Poll Pad (green icon).



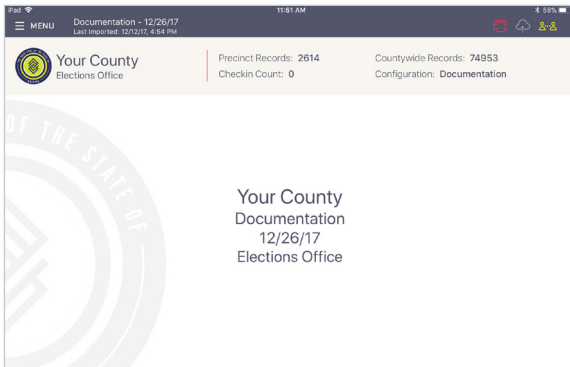
CHANGING PAPER

❶ Open printer

❷ Reload paper with the paper flap toward you, feeding from the bottom/underneath roll.

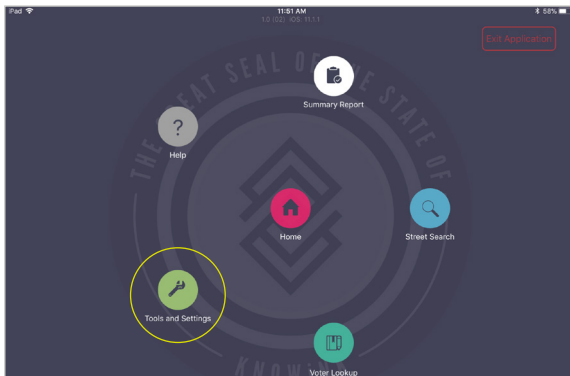
❸ Close and Print Test Receipt

POLL PAD | IMPORTING VOTER FILE



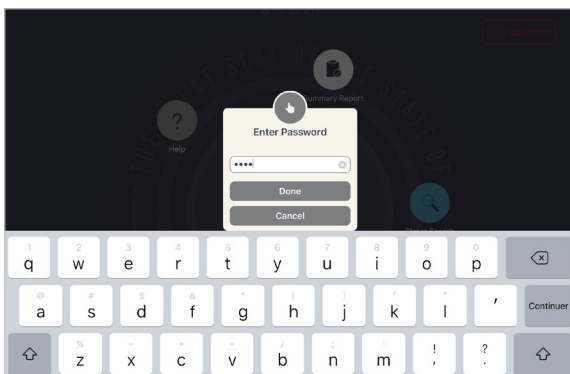
1 SELECT MENU

Select the **Menu** button in the upper left corner.



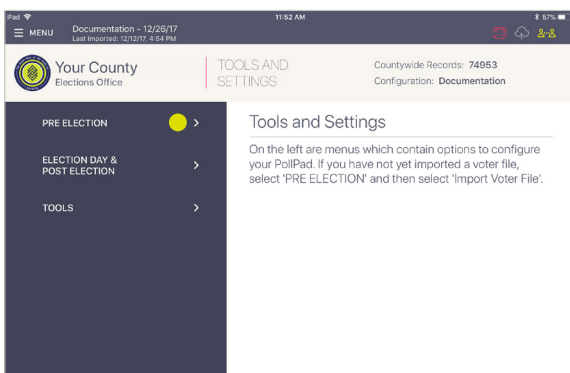
2 TOOLS & SETTINGS

Select the Green **Tools and Settings** circle.



3 ENTER PASSWORD

know is the default password.



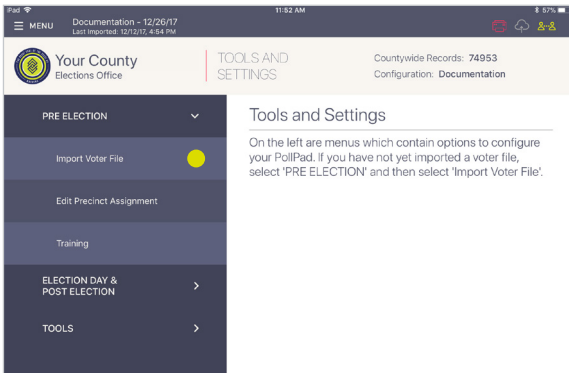
4 PRE ELECTION

Select **PRE ELECTION** on the left panel.

POLL PAD | IMPORTING VOTER FILE

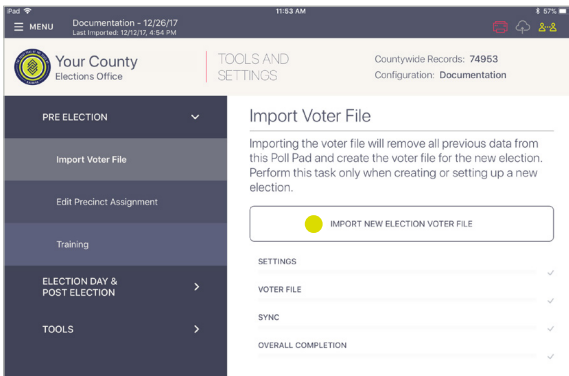
5 IMPORT VOTER FILE

Select **Import Voter File** under the **PRE ELECTION** drop down menu.



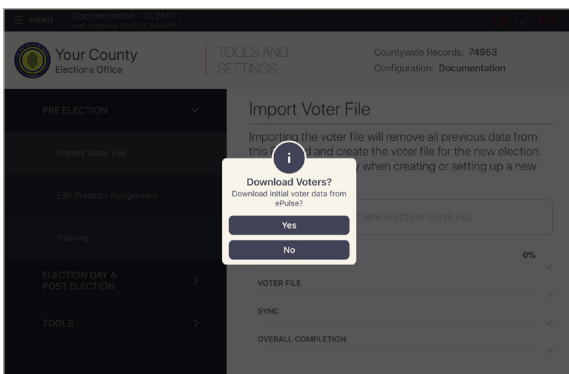
6 IMPORT NEW ELECTION VOTER FILE

Select **IMPORT NEW ELECTION VOTER FILE** on the right side of the screen.



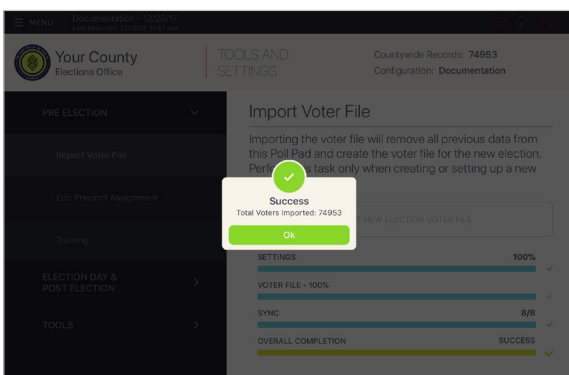
7 DOWNLOAD VOTERS?

When asked to 'Download initial voter data from ePulse?' select **Yes**.

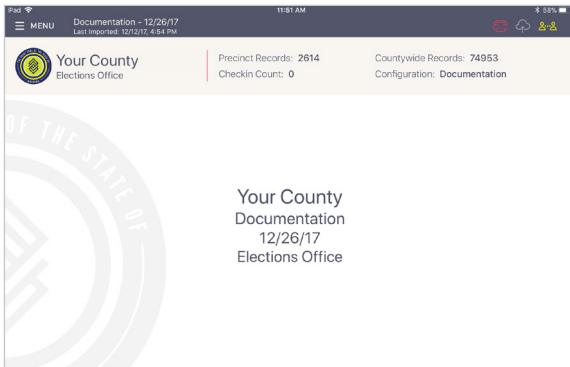


8 SUCCESS

When complete a 'Success' message will appear. Verify the number of Total Voters Imported and press **Ok**.

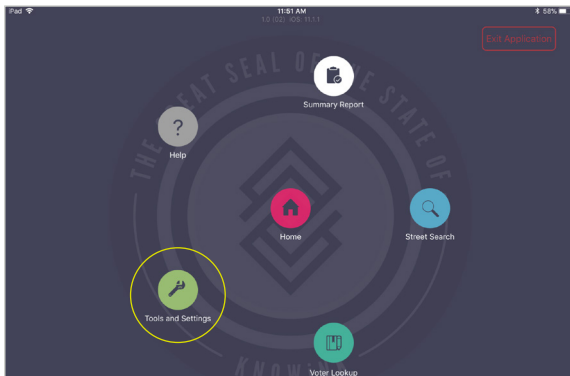


POLL PAD | EXPORTING VOTER HISTORY



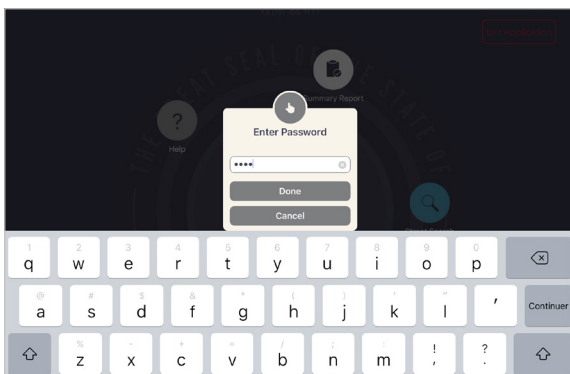
1 SELECT MENU

Select the **Menu** button in the upper left corner.



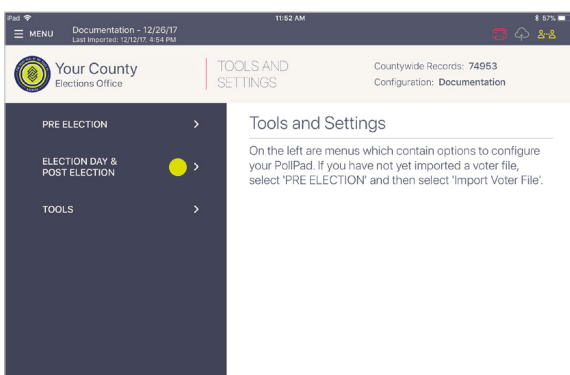
2 TOOLS & SETTINGS

Select the Green **Tools and Settings** circle.



3 ENTER PASSWORD

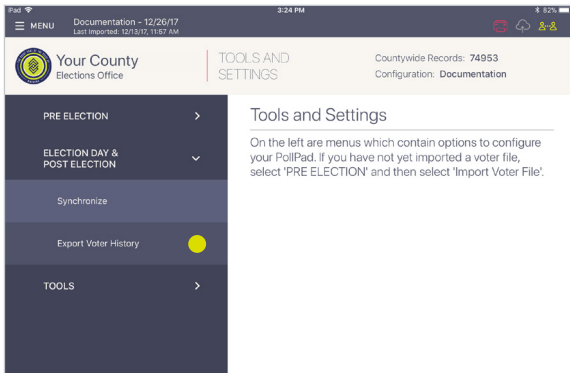
know is the default password.



4 ELECTION DAY & POST ELECTION

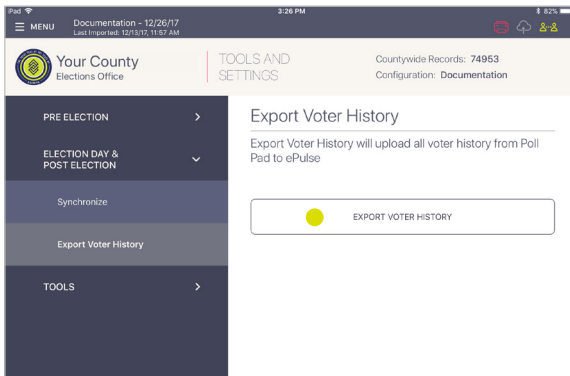
Select **ELECTION DAY & POST ELECTION** on the left panel.

POLL PAD | EXPORTING VOTER HISTORY



5 EXPORT VOTER HISTORY PT. I

Select **Export Voter History** under the **ELECTION DAY & POST ELECTION** drop down menu.



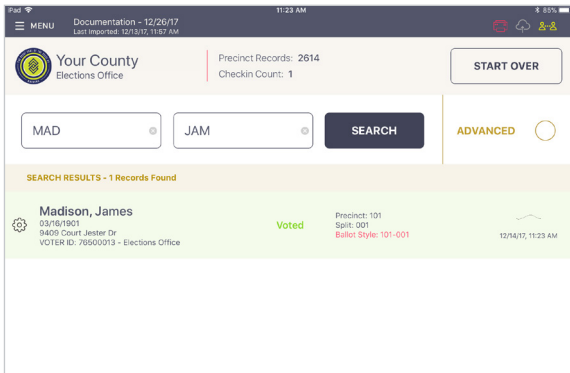
6 EXPORT VOTER HISTORY PT. II

On the right hand screen select **EXPORT VOTER HISTORY**.

POLL PAD | CANCEL VOTER CHECK-IN

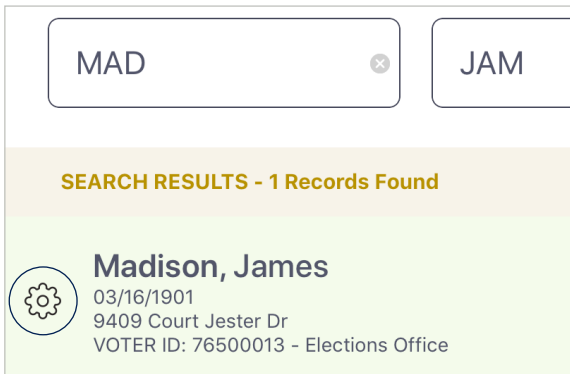
LOOK UP VOTER

Look up voter needed to cancel check-in. Enter the first three letters of last and first names.



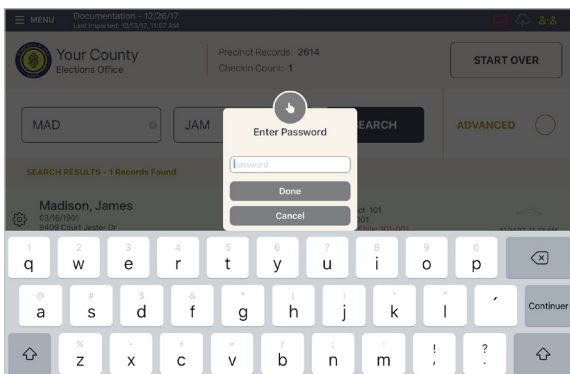
PRESS SETTINGS BUTTON

Press the **Settings** icon which is located beside first letter of voter's last name.



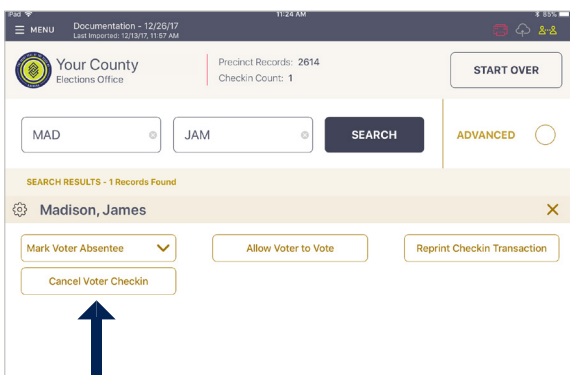
ENTER PASSWORD

Enter the **Extra Functions Password** (password will be provided to you.)



CANCEL THE CHECK-IN

Press **Cancel Voter Check-In**.



POLL PAD | CANCEL VOTER CHECK-IN

Step 1: Pollworker Name and Reason

Cancel Voter Check-In

JANE JUDGE

Pollworker Name

Type Details

SELECT REASON

- Voted Voted Provisionally
- Voter Left without Voting
- Voter Selected Wrong Party
- Wrong Voter Processed
- Other

1 POLLWORKER NAME & REASON

Election Judge canceling voter check-in enters their name. From the drop-down box, select reason. If you choose **Other** for reason, you must enter details to proceed. Press **NEXT**.

Step 2: Review, Sign and Submit

Cancel Voter Check-In

SUBMIT

Voter Information:
Madison, James - 03/16/1901
9409 Court Jester Dr
St Louis, MO 63134

Cancellation Reason:
Wrong Voter Processed

Jane Judge

CLEAR SIGNATURE

2 REVIEW, SIGN & SUBMIT

Election Judge must sign using their FULL NAME and press **SUBMIT**.

Documentation - 12/26/17
Last Imported: 12/13/17, 11:57 AM

Your County Elections Office

Precinct Records: 2614
Checkin Count: 0

START OVER

MAD JAM SEARCH ADVANCED

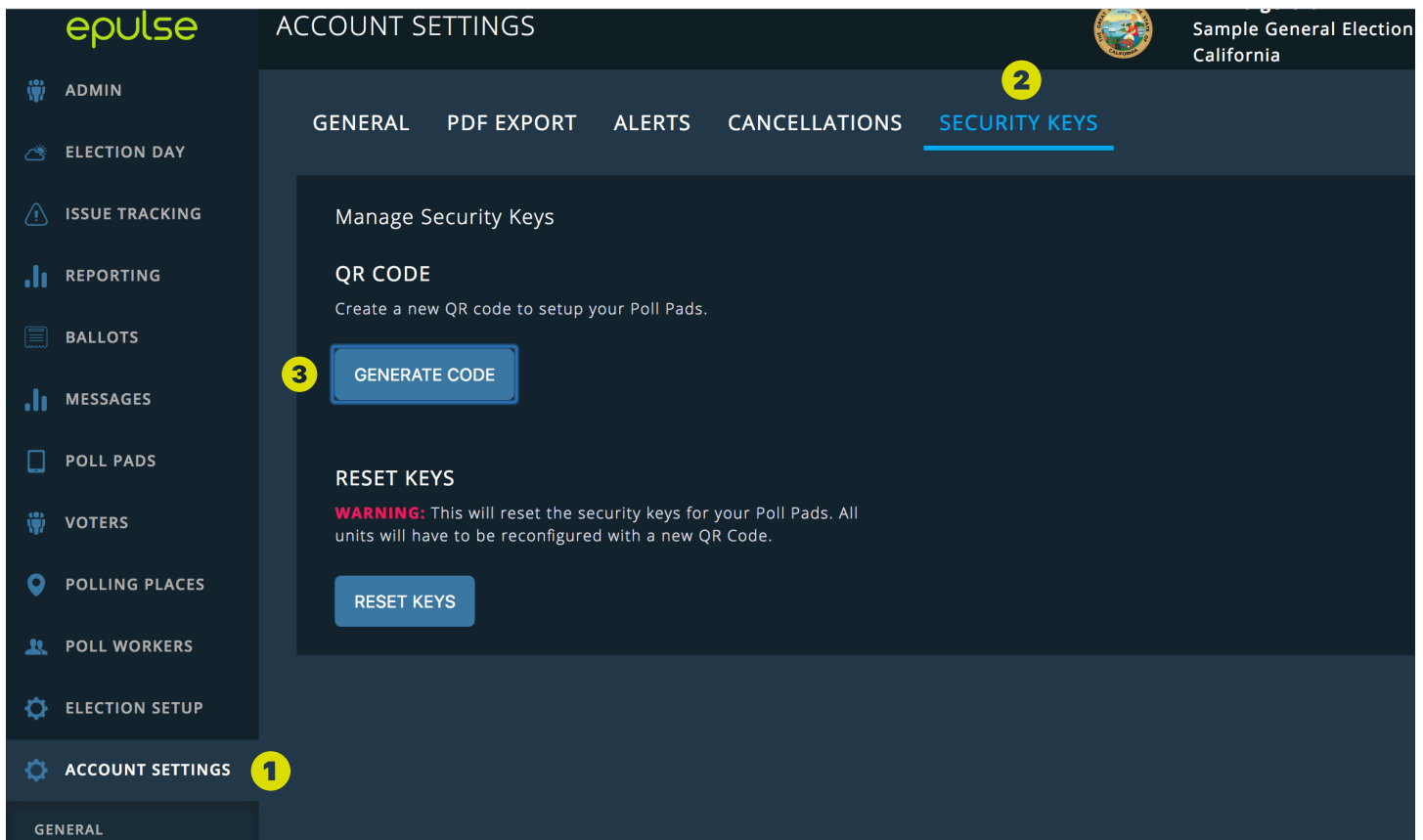
SEARCH RESULTS - 1 Records Found

Madison, James
03/16/1901
9409 Court Jester Dr
VOTER ID: 76500013 - Elections Office

Precinct: 101
Split: 001
Ballot Style: 101-001

3 CHECK-IN CANCELED

Voter will be cleared from check-in count.



When a Poll Pad application has been updated from Meraki, it will need re-establish secure server communication with ePulse by scanning a QR code.

1 GENERATE QR CODE

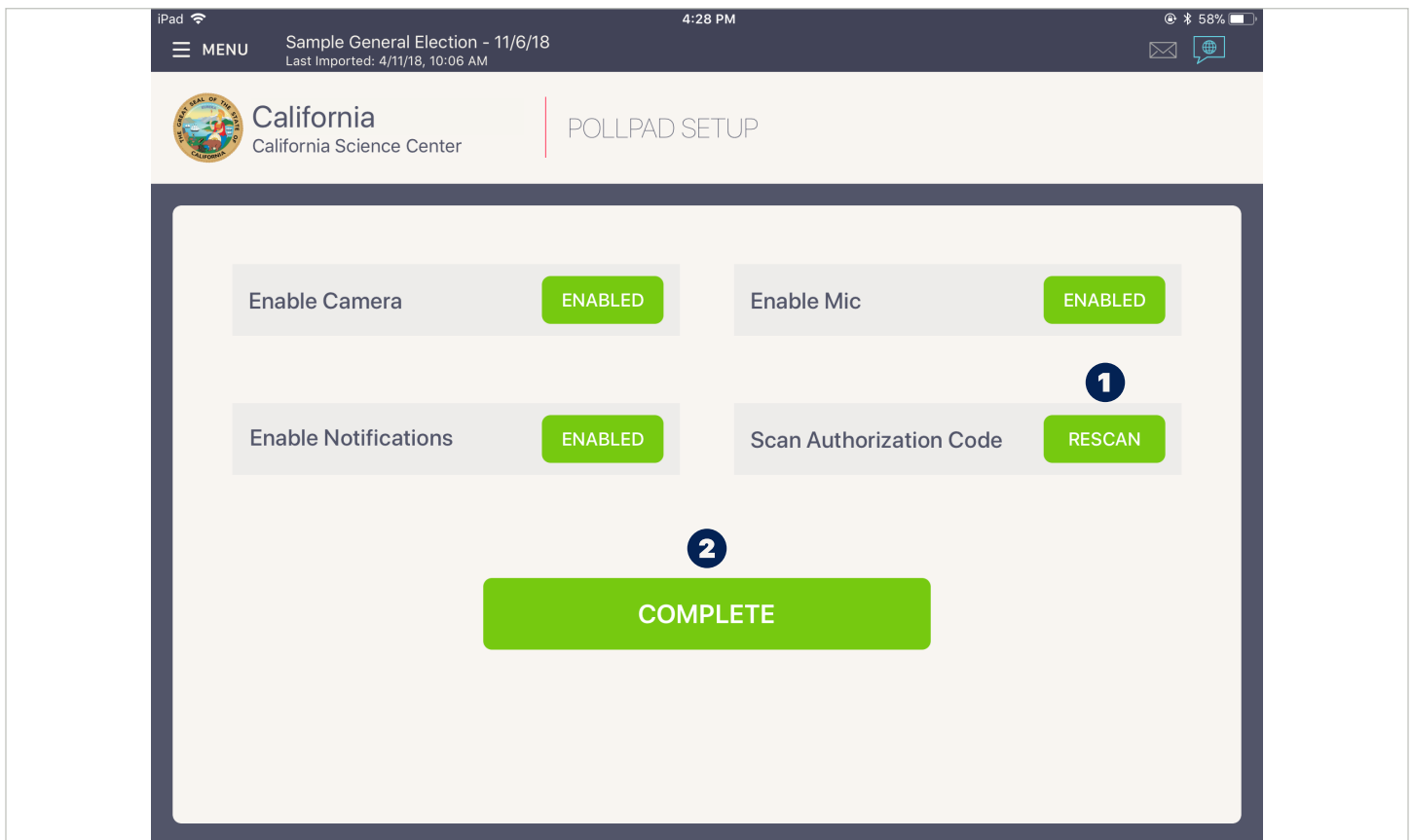
- 1 Navigate to **ACCOUNT SETTINGS > GENERAL**
- 2 Click **SECURITY KEYS**
- 3 Under QR CODE, click **GENERATE CODE**

ePulse will generate a code to be scanned by the Poll Pad.

The code can be scanned from the computer screen, or printed off and scanned.

Note: QR codes expire after 24 hours. If your code expires, simply repeat step 1 to generate a new code.

PROCESSING VOTERS | QR CODE & VOTER FILE IMPORT



2 SCAN QR CODE

On each Poll Pad:

❶ Scan Authorization Code: Press **RESCAN**

❷ Press **COMPLETE**

Poll Pad will authenticate and retrieve settings. When authentication is complete, a green, **Settings Imported** success screen will pop up.

Press **Ok** on success popup.

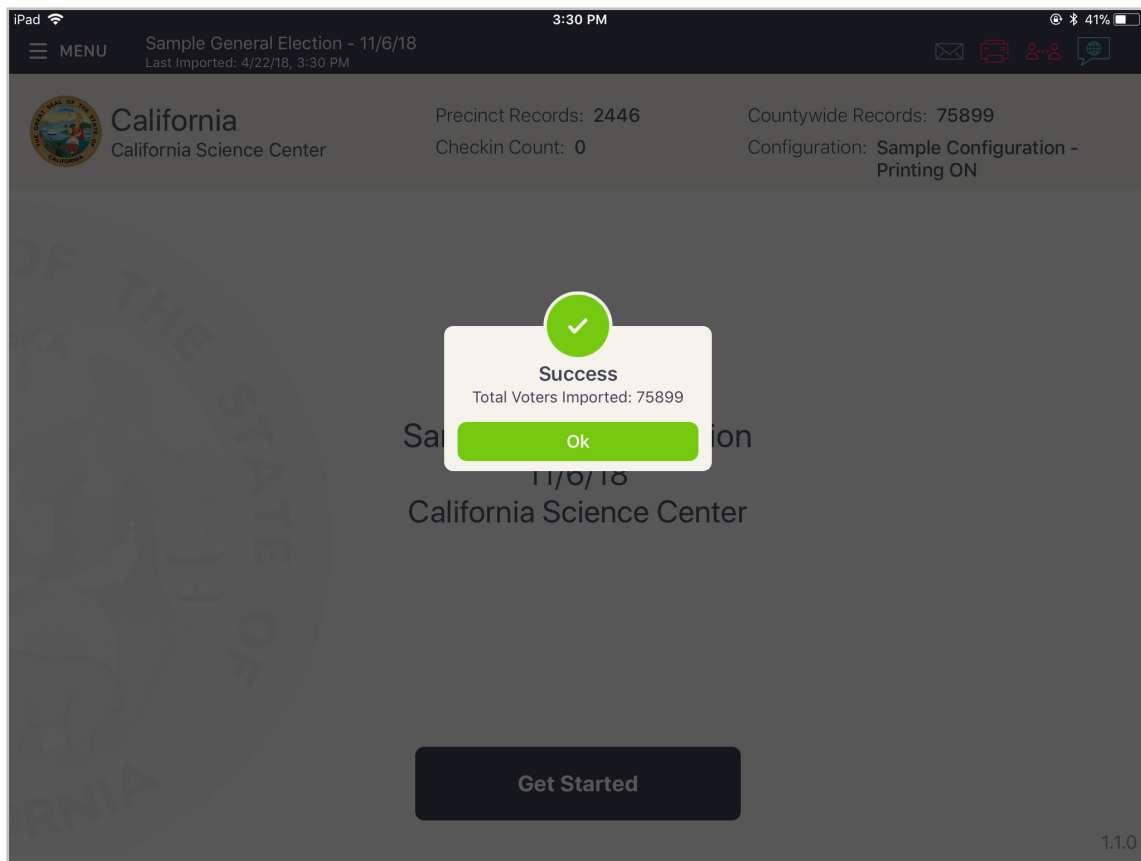


3 IMPORT NEW VOTER FILE ON POLL PADS

If your election is built in Epulse, then a red banner prompting to import the voter file for the current election will appear across the top of each Poll Pad.

The banner will state **NEEDS NEW VOTER FILE**, with the name and date of the current election, and the last import date of a voter file on that Poll Pad.

● Press **IMPORT**



3 IMPORT NEW VOTER FILE ON POLL PADS

When download is complete, a green **Success** screen will pop up.

Verify the **total voters imported** that display on the success pop up.

Press **Ok**.

To activate Guided Access Mode, launch the Poll Pad Application. Then, press the Home button three times quickly.

- Select "OPTIONS" in the Lower Left corner
- Enable "SLEEP/WAKE BUTTON"
- Leave "VOLUME BUTTONS" off
- Enable "KEYBOARDS"
- Enable "MOTION"
- Select "START" in the Upper Right Corner
- Enter a password
- Enter the password again

End Guided Access:

- Press the Home button three times quickly.
- Enter the four- or six-digit passcode.
- Press End in the upper-left corner of the screen to disable Guided Access Mode.

The following procedure is referred to as a **“Hard Reset”** and is to be utilized in any instance of the Poll Pad Application or the iPad itself becoming unresponsive to user commands.

- 1 Unplug unit from the power source (electrical outlet, battery, etc.)
- 2 Perform the following steps:
 - A Hold Down the Sleep/Wake & Home buttons simultaneously
 - B Release both buttons once the Apple logo displays on screen
 - C After the Poll Pad application opens, verify that the “Check-In Count” is unchanged





Setting Up an Election

California - How to Guide

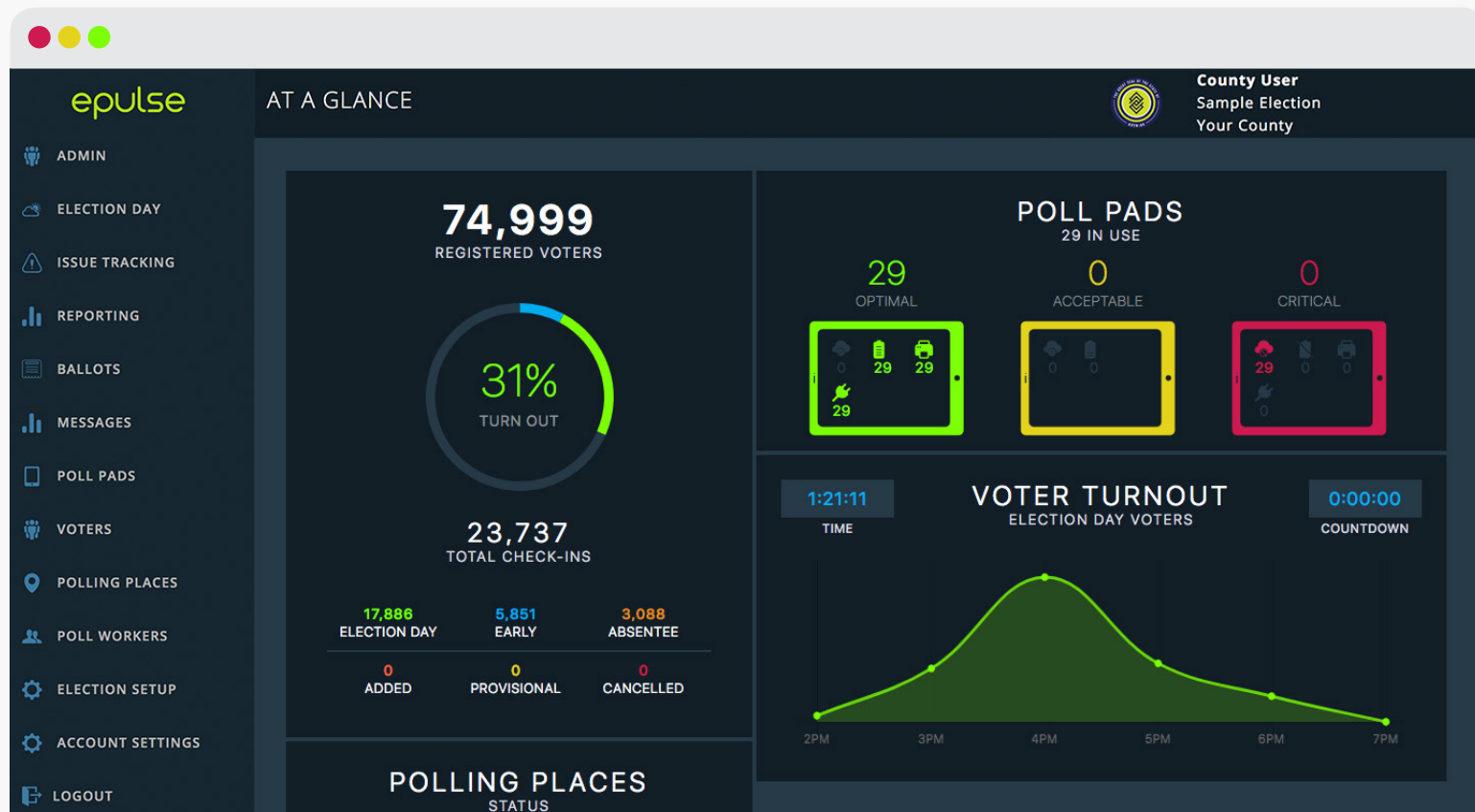




Table of Contents

Logging In

Creating an Election

Loading Your Voter File

Verifying Polling Locations

Election Confirmation Page

Assigning Poll Pads

Logging In

ePulse can be accessed from your desktop or any device with an internet browser. Log In credentials will be sent to the user's email account.

To access your ePulse Account:

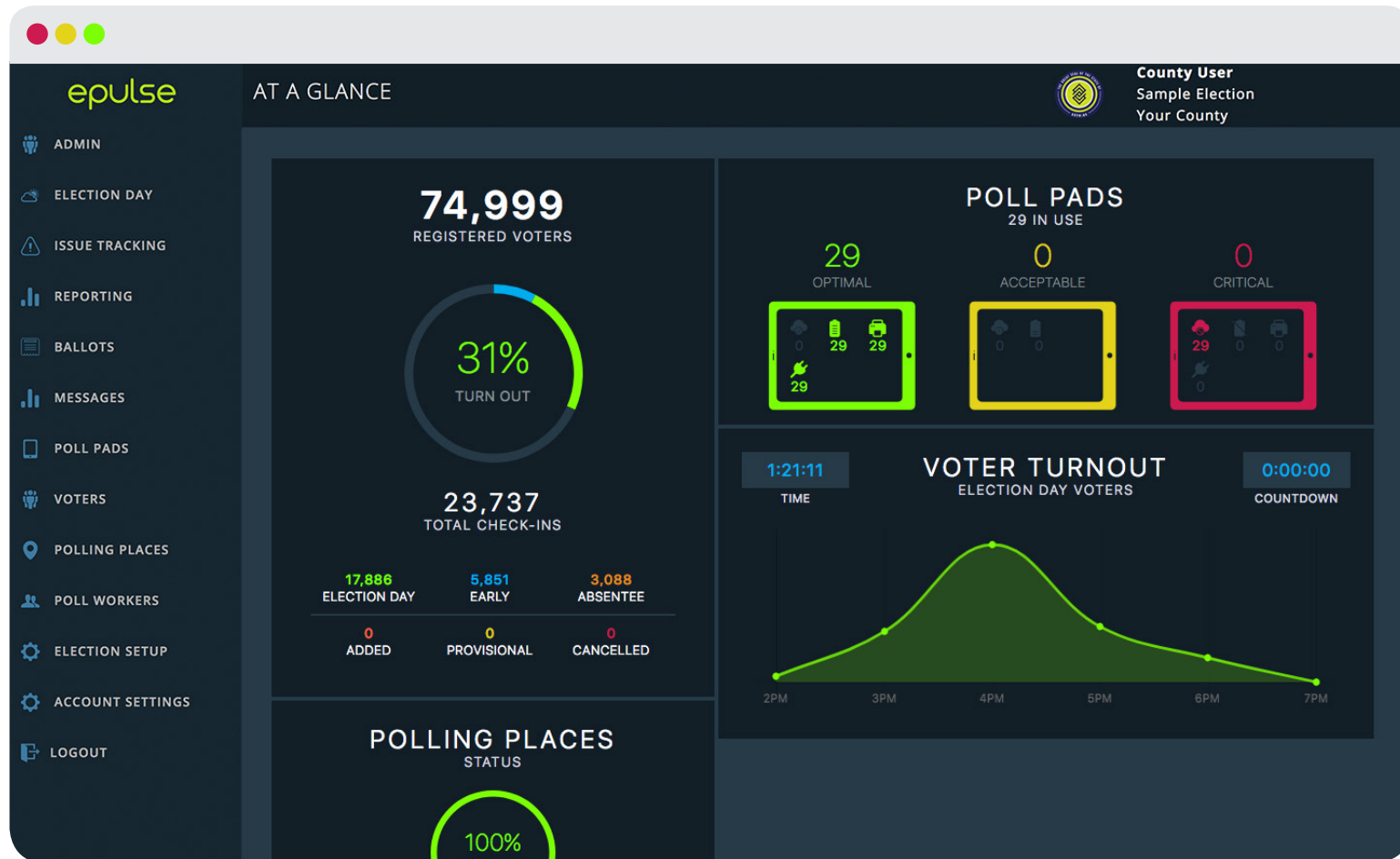
Open a Web Browser

- 1 Enter **http://epulseadmin2.com** in the address bar and press "enter"
- 2 Enter your **email address**
- 3 Enter **Password**
- 4 Click **LOG IN**

*Please Note: If you have forgotten your password, simply click **Forgot Your Password?** to have a reset link sent to your email.

The screenshot shows a web browser window with the address bar containing 'http://epulseadmin2.com'. The page displays the 'epulse' logo in green. Below the logo, there are two input fields: the first contains the email address 'blake.luna@knowink.com' and the second contains a masked password '.....'. Below these fields is a checkbox labeled 'Remember me'. At the bottom of the form is a blue button labeled 'LOG IN'. Below the button is a link that says 'Forgot your password?'. Numbered circles (1, 2, 3, 4) are overlaid on the image to indicate the steps: 1 points to the address bar, 2 points to the email field, 3 points to the password field, and 4 points to the 'LOG IN' button.

Upon logging in to your ePulse account, you will be directed to the election day **AT A GLANCE** page.



Creating an Election

From the Election Day page, utilize the left hand menu.

- 1 Select **ELECTION SETUP**.
- 2 Select **ELECTIONS**.
- 3 Select **CREATE ELECTION**.

The screenshot shows the epulse web application interface. On the left is a dark sidebar menu with various options. A blue circle with the number '1' points to the 'ELECTION SETUP' option, which is highlighted with a gear icon. Below it, another blue circle with the number '2' points to the 'ELECTIONS' option. The main content area on the right is titled 'ELECTIONS'. At the top of this area, a blue circle with the number '3' points to the 'CREATE ELECTION' button, which is preceded by a plus icon. To its right are 'SIGNATURES' and 'CHANGE ELECTION' buttons. Below the buttons is a table with three columns: 'Name', 'Date', and 'Type'. The table contains two rows: 'Countywide Election' with date '02/06/2018' and type 'General', and 'Documentation' with date '03/06/2018' and type 'Primary'. Below the table is a pagination control showing '25' in a box, a dropdown arrow, and the text 'per page'.

Name	Date	Type
Countywide Election	02/06/2018	General
Documentation	03/06/2018	Primary

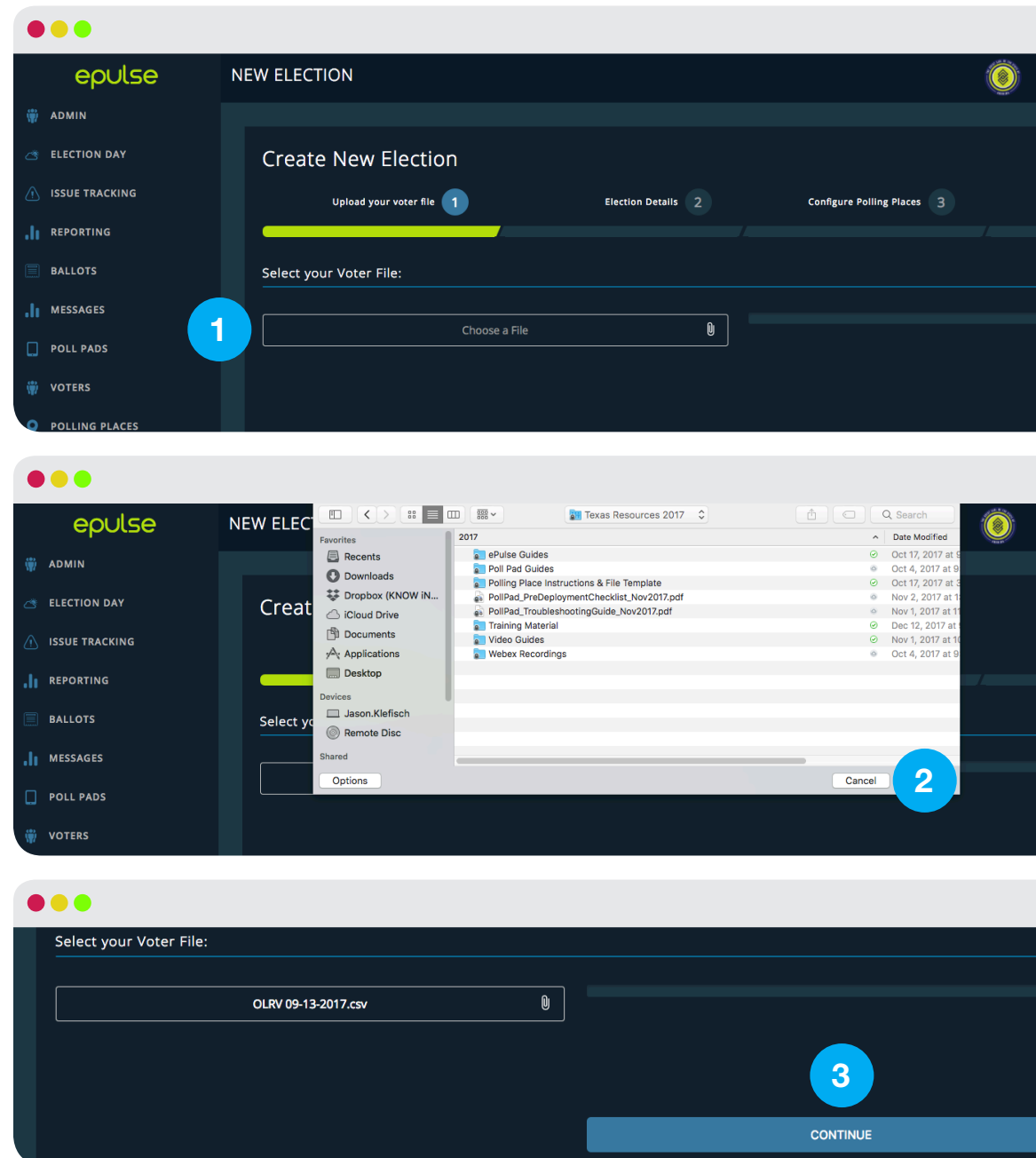
Loading Your Voter File

Please follow instructions from your voter registration system to create the applicable import files for your election.

Choose a File:

- 1 Choose your voter file by clicking **Choose a File.**
- 2 A file viewer will drop down. Select your **Voter File** (.zip; .csv; or .txt format) and click **Open.**
- 3 Select **CONTINUE.**

Important: DO NOT open the files and resave them. ePulse is designed to accept data files as formatted by your voter registration system(s).



Election Details:

The status of the file upload is displayed on the right side of the screen. During this time, fill out the necessary fields defining the details of the election.

- 1 Election Name:** Name of current election to be displayed on Poll Pads.
- 2 Election Code:** If your VR system does not require an election code; enter any unique three digit code.
- 3 Start Date & Time:** The Start Date/Time should reflect the date and time the polls open on Election Day.

The screenshot shows the 'epulse' ELECTION CREATION interface. The sidebar on the left contains the following menu items: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP, and ELECTIONS. The main content area is titled 'ELECTION CREATION' and 'Processing Voters File'. It features a progress bar with three steps: 'Upload your voter file' (1), 'Election Details' (2), and 'Configure Polling Places' (3). The 'Election Details' step is currently active. The form includes the following fields: 'Election Name' (text input), 'Election Code' (text input), 'Election Type' (dropdown menu), 'Election Date' (text input), '6:00 AM' (time input), and '7:00 PM' (time input). A 'More Details' link is visible on the right side of the form.

continued on page 8

Election Details (cont.):

- 4 End Date & Time:** The End Date/Time should reflect the date and time the polls close on Election Day.
- 5 Election Type:** Choose either GENERAL or PRIMARY. The primary automatically setting enables party logic.

The screenshot displays the 'ELECTION CREATION' interface in the epulse application. The left sidebar contains a navigation menu with options: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP (highlighted), and ELECTIONS. The main content area is titled 'ELECTION CREATION' and features a progress bar with three steps: 'Upload your voter file' (1), 'Election Details' (2), and 'Configure Polling Places' (3). The 'Election Details' step is active, showing a form with the following fields: 'Election Name' (text input), 'Election Code' (text input), 'Election Type' (dropdown menu), 'Election Date' (text input), '6:00 AM' (time input), and '7:00 PM' (time input). A 'More Details' link is visible on the right. Blue circular callouts with numbers 1 through 5 are overlaid on the interface: 1 points to the progress bar, 2 points to the 'Election Details' step, 3 points to the 'Configure Polling Places' step, 4 points to the '7:00 PM' time input, and 5 points to the 'Election Type' dropdown menu.

Once these fields are completed, verify that all imported data totals in ePulse are correct by matching against the data from your voter registration system.

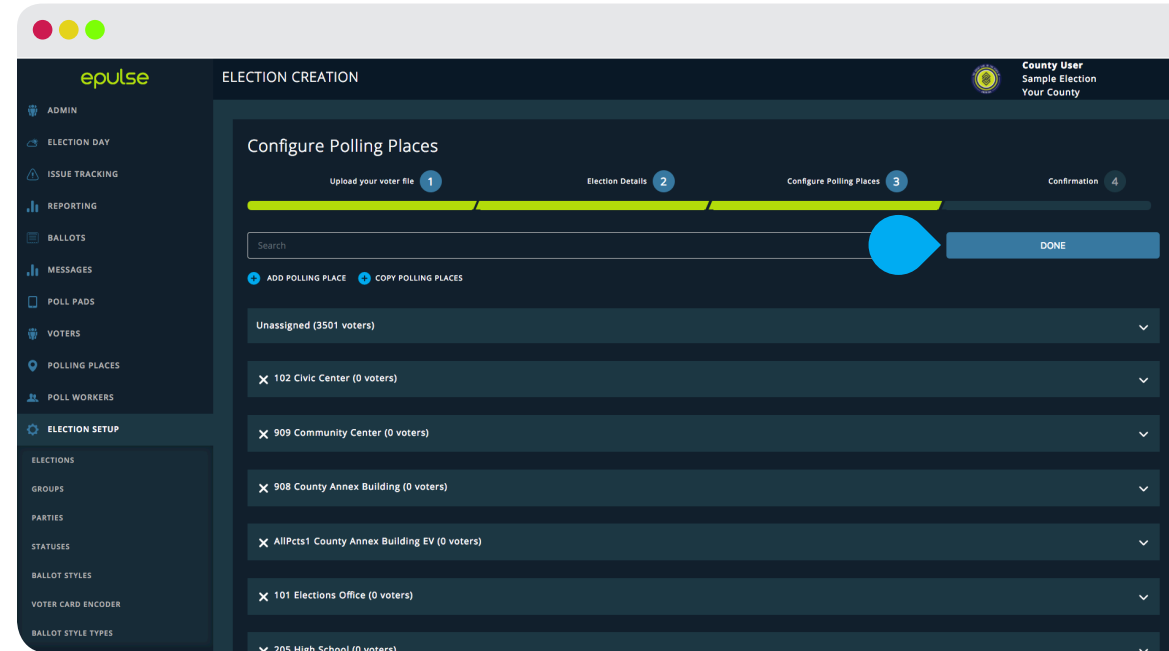
- Verify the numbers of precincts, voters, addresses, and all data points that have populated on the right side of the page. If imported data counts match your records, press NEXT.

The screenshot displays the ePulse web application interface for 'ELECTION CREATION'. The left sidebar contains a navigation menu with the following items: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP, ELECTIONS, GROUPS, and PARTIES. The main content area is titled 'Processing Voters File' and features a progress bar with four steps: 1. Upload your voter file (highlighted in green), 2. Election Details, 3. Configure Polling Places, and 4. Confirmation. Below the progress bar, there are input fields for 'Sample Election', 'code', and a dropdown menu set to 'General'. There are also three date/time input fields: '06/05/2018', '6:00 AM', and '7:00 PM'. On the right side, a status box shows the following text: 'Retrieving file...', 'Importing...', 'Imported 106 precincts.', 'Imported 74953 voters.', 'Importing voter address information...', 'Active: 67332', 'Suspense: 7621', 'Absentee Absentee : 3089', and 'Done!'. A blue speech bubble icon is positioned next to a 'NEXT' button.

Verifying Polling Locations

Things to Note:

- If you have made any Polling Location changes between Elections, please verify these changes are reflected before proceeding.
- If you moved any Precincts and Splits between locations, please verify the changes are reflected.
- Polling Locations can be edited after an Election has been created.
- Verify that there are no “unassigned” voters listed at the top of the page.
- Verify that your list of polling locations match the locations from your voter registration system, Click **DONE**.



Election Confirmation Page

Review the Election Details presented on the left hand side.

Verify against the data from your voter registration system. **Click DONE.**

epulse

PROCESSING VOTERS FILE

Create New Election


Upload your voter file 1 Election Details 2 Configure Polling Places 3

ELECTION DETAILS

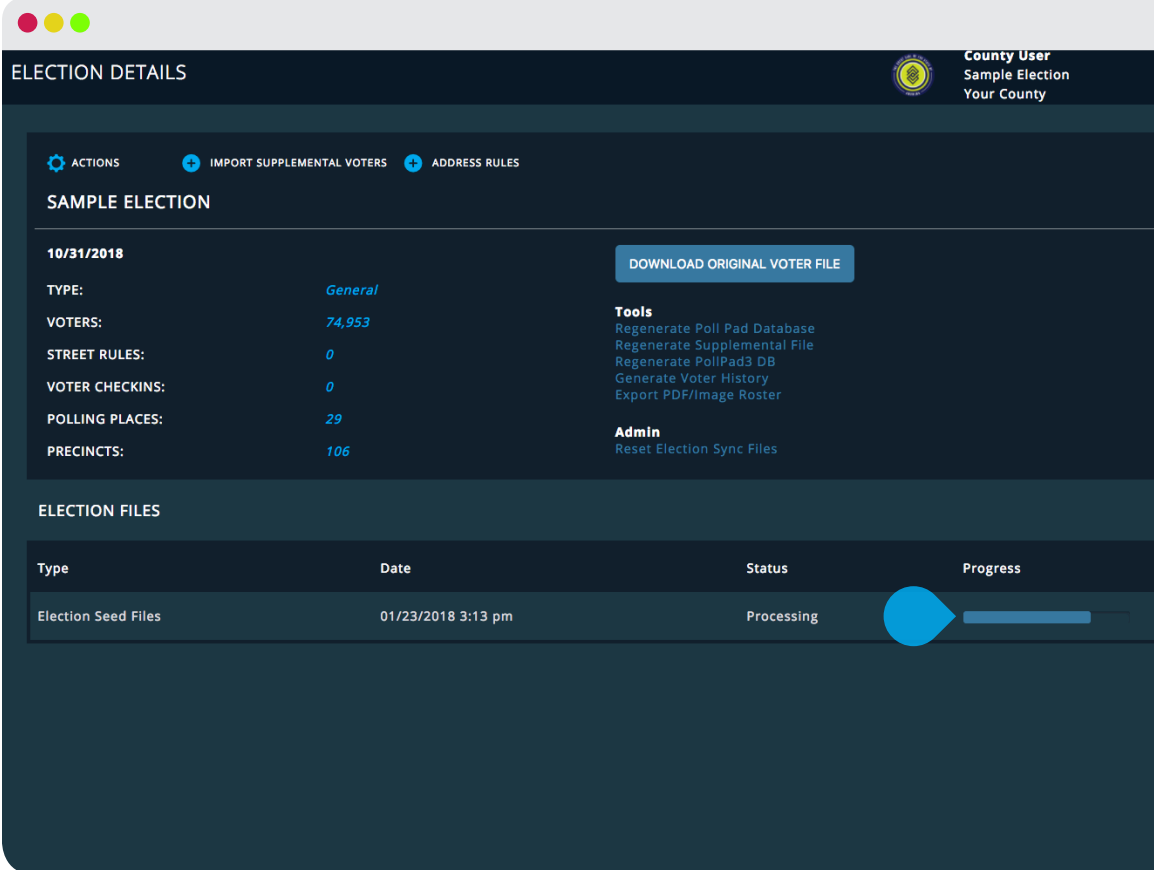
✓ ELECTION NAME:	Sample Election	50
✓ ELECTION CODE:	12345	Indexing voters... Linking polling places...
✓ BEGIN DATE:	10/31/2018 07:00	
✓ END DATE:	10/31/2018 19:00	
✓ POLLING PLACES:	29	
✓ VOTERS:	74953	
✓ ACTIVE:	67332	
✓ SUSPENSE:	7621	
✓ ABSENTEE ABSENTEE SENT:	15	
✓ ABSENTEE ABSENTEE RECEIVED:	3074	

DONE

ePulse will generate the voter database used for your election.

 **Progress may be monitored on the right side of the screen.**

When finished processing ePulse will automatically redirect you to the **ELECTION DETAILS** page.



ELECTION DETAILS

County User
Sample Election
Your County

ACTIONS IMPORT SUPPLEMENTAL VOTERS ADDRESS RULES

SAMPLE ELECTION

10/31/2018 [DOWNLOAD ORIGINAL VOTER FILE](#)

TYPE: General

VOTERS: 74,953

STREET RULES: 0

VOTER CHECKINS: 0


POLLING PLACES: 29

PRECINCTS: 106

Tools
Regenerate Poll Pad Database
Regenerate Supplemental File
Regenerate PollPad3 DB
Generate Voter History
Export PDF/Image Roster

Admin
Reset Election Sync Files

ELECTION FILES

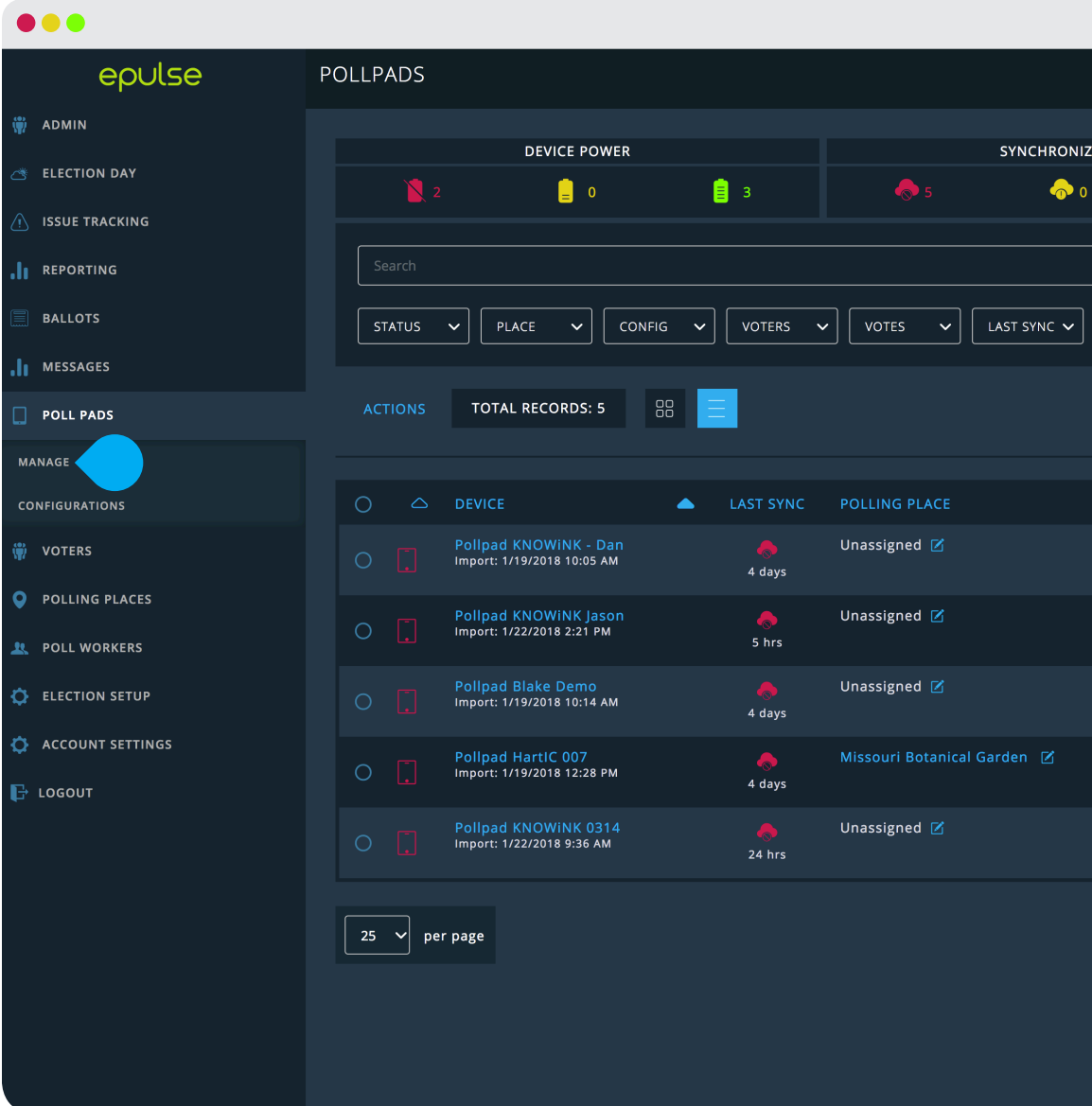
Type	Date	Status	Progress
Election Seed Files	01/23/2018 3:13 pm	Processing	

Assigning Poll Pads

Polling Assignments and Configurations do NOT reset between Elections.

Using the left hand menu, navigate to the **POLL PADS** tab, then select **MANAGE**.

NOTE: Polling place assignments and configurations do **NOT** reset between elections if polling places have not changed. ePulse retains assignments based on polling place IDs.



The screenshot displays the ePulse POLLPADS interface. On the left is a dark sidebar menu with the following items: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS (highlighted with a blue circle), CONFIGURATIONS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP, ACCOUNT SETTINGS, and LOGOUT. The main content area is titled 'POLLPADS' and features a top summary bar with 'DEVICE POWER' (2 red, 0 yellow, 3 green icons) and 'SYNCHRONIZATION' (5 red, 0 yellow icons). Below this is a search bar and a row of dropdown filters: STATUS, PLACE, CONFIG, VOTERS, VOTES, and LAST SYNC. A section labeled 'ACTIONS' shows 'TOTAL RECORDS: 5' and view toggles. The main table lists poll pads with columns for DEVICE, LAST SYNC, and POLLING PLACE. The data rows are:

DEVICE	LAST SYNC	POLLING PLACE
Pollpad KNOWINK - Dan Import: 1/19/2018 10:05 AM	4 days	Unassigned
Pollpad KNOWINK Jason Import: 1/22/2018 2:21 PM	5 hrs	Unassigned
Pollpad Blake Demo Import: 1/19/2018 10:14 AM	4 days	Unassigned
Pollpad HartIC 007 Import: 1/19/2018 12:28 PM	4 days	Missouri Botanical Garden
Pollpad KNOWINK 0314 Import: 1/22/2018 9:36 AM	24 hrs	Unassigned

At the bottom, there is a pagination control showing '25 per page'.

Assigning Poll Pads (cont.):

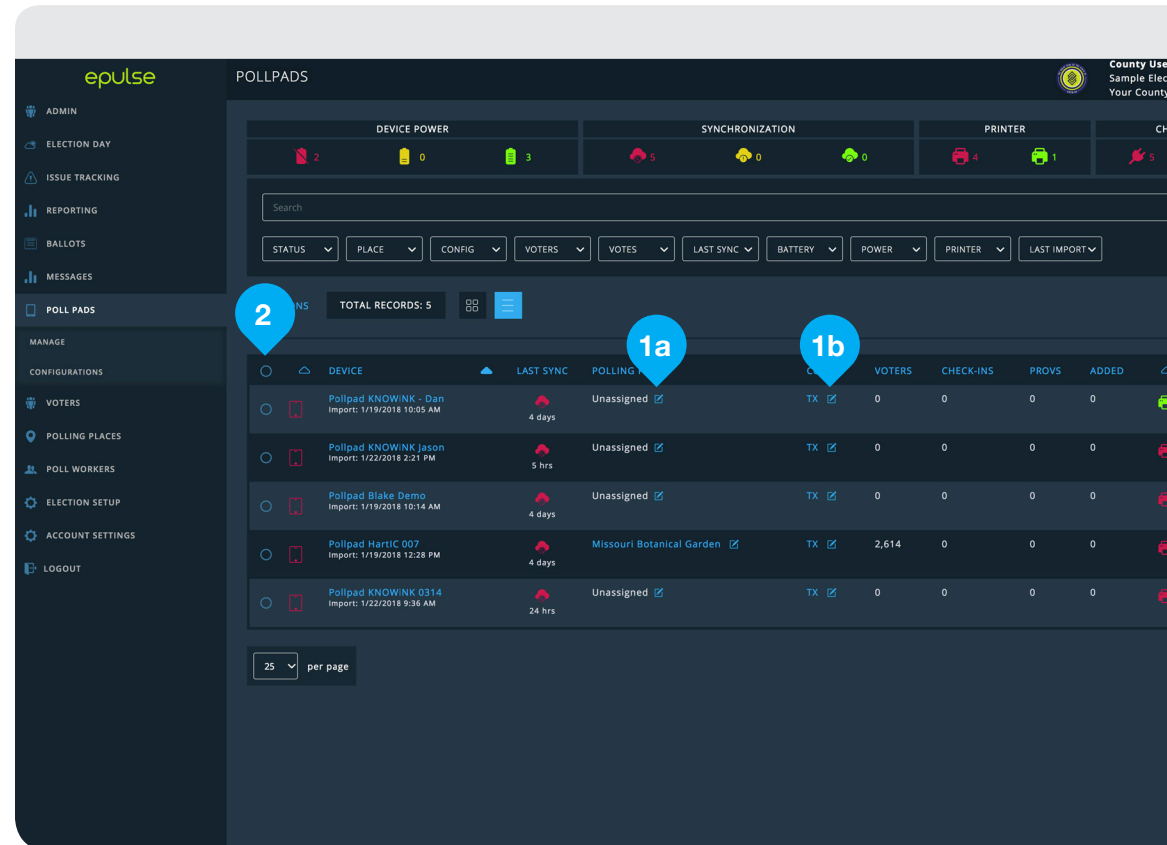
Poll Pad assignments and settings are managed centrally through ePulse.

The Poll Pads page allows the ability to edit and monitor your Poll Pads. Any changes in polling places will reflect as **unassigned** POLLING PLACE and CONFIG assignments to affected Poll Pads.

1 Edit Individual Polling Place and Configuration Profile assignments by clicking the **EDIT** button.

2 Select Poll Pads by clicking the blue circle to the left of the **Device Name**.

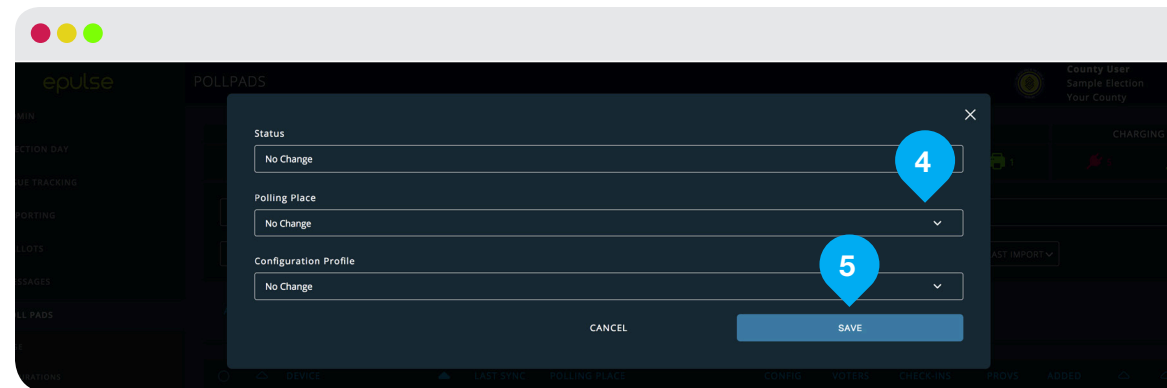
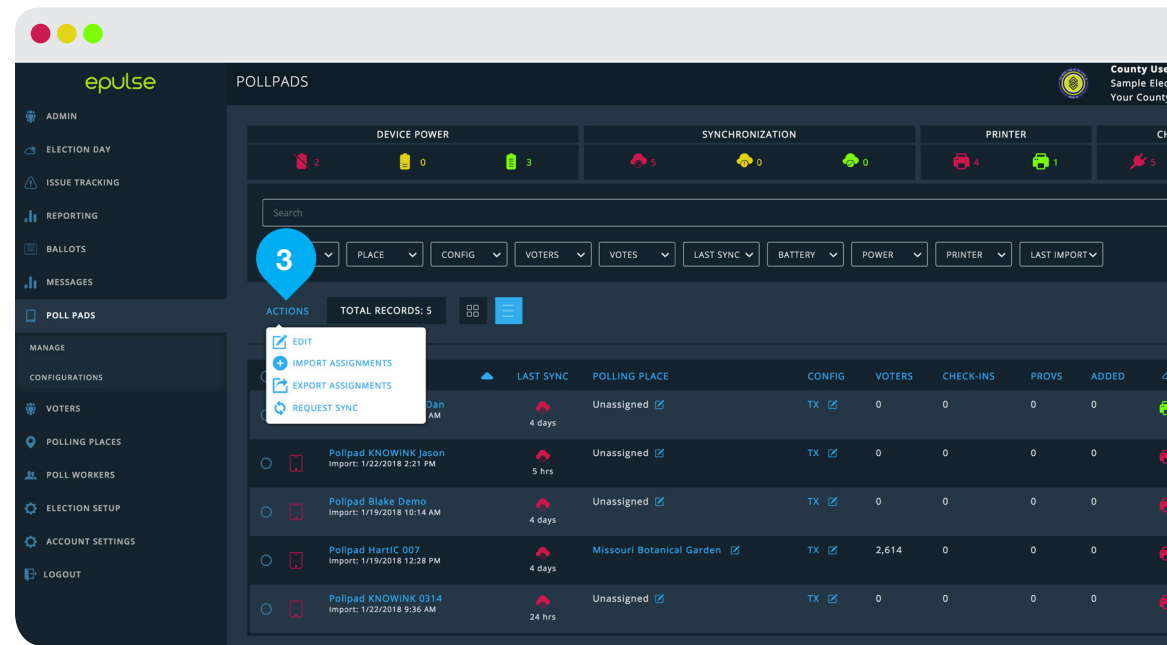
Edit multiple Poll Pads by selecting multiple devices.



Assigning Poll Pads (cont.):

- 3 Select **ACTIONS > EDIT**.
- 4 **Polling Places and Configurations** may be assigned to the Poll Pads using the drop down menus.
- 5 Click **SAVE**

You are now ready to import the newly created election onto each Poll Pad.



ePulse provides the ability to configure your jurisdiction's polling locations to meet your particular specifications. Polling locations will be created on import of your voter file.

To edit your polling locations:

- Navigate to the polling locations page.
- Select the desired polling location.
- Select edit from the top left corner.

BOTANICAL GARDEN

code
State of California

EDIT
 DELETE

2,614

REGISTERED VOTERS

0%

TURN OUT

26

TOTAL CHECK-INS

0

ELECTION DAY

15

EARLY

498

ABSENTEE

4

ADDED

11

PROVISIONAL

4

CANCELLED

POLL PADS

INVENTORY

PRECINCTS


7 POLL PADS

DEVICE	CHECK-INS				
POLLPAD BLAKE DEMO Import: 4/5/2018 1:38 PM	0				
				57%	
POLLPAD CALIFORNIA CERT 001 Import: 3/26/2018 9:43 AM	7				
				100%	
POLLPAD CALIFORNIA CERT 002 Import: 3/26/2018 7:31 AM	8				
				92%	
POLLPAD KNOWINK 0309 Import: 3/31/2018 9:23 AM	0				
				97%	
POLLPAD CA ACCEPTANCE 001 Import: 4/6/2018 1:34 PM	0				
				36%	

The three available types of polling locations are as follows:

- **Precinct Specific:** Allows for the assignment of particular precincts and splits to an individual location. All voters within the assigned precincts will be allowed to vote, all other precinct and splits will be labeled "Wrong Precinct".
- **Early Absentee:** A polling location with this designation will be set to allow all voters jurisdiction wide to be processed. No voters will be labeled "Wrong Precinct". Typically used to notate early voting locations.
- **Vote Center:** A polling location with this designation will be set to allow all voters jurisdiction wide to be processed. No voters will be labeled "Wrong Precinct". Typically used to notate election day vote center locations.

EDIT POLLING PLACE


Documentation
State of California

POLLING PLACE

Name	Botanical Garden	Address1	4344 Shaw Blvd
Code	104	Address2	
Phone		Address3	
Type	Precinct Specific Early Absentee <input checked="" type="checkbox"/> Vote Center	City	St. Louis
		State	MO
		Zip	63110

SUBMIT



Advanced Functions

How to Guide

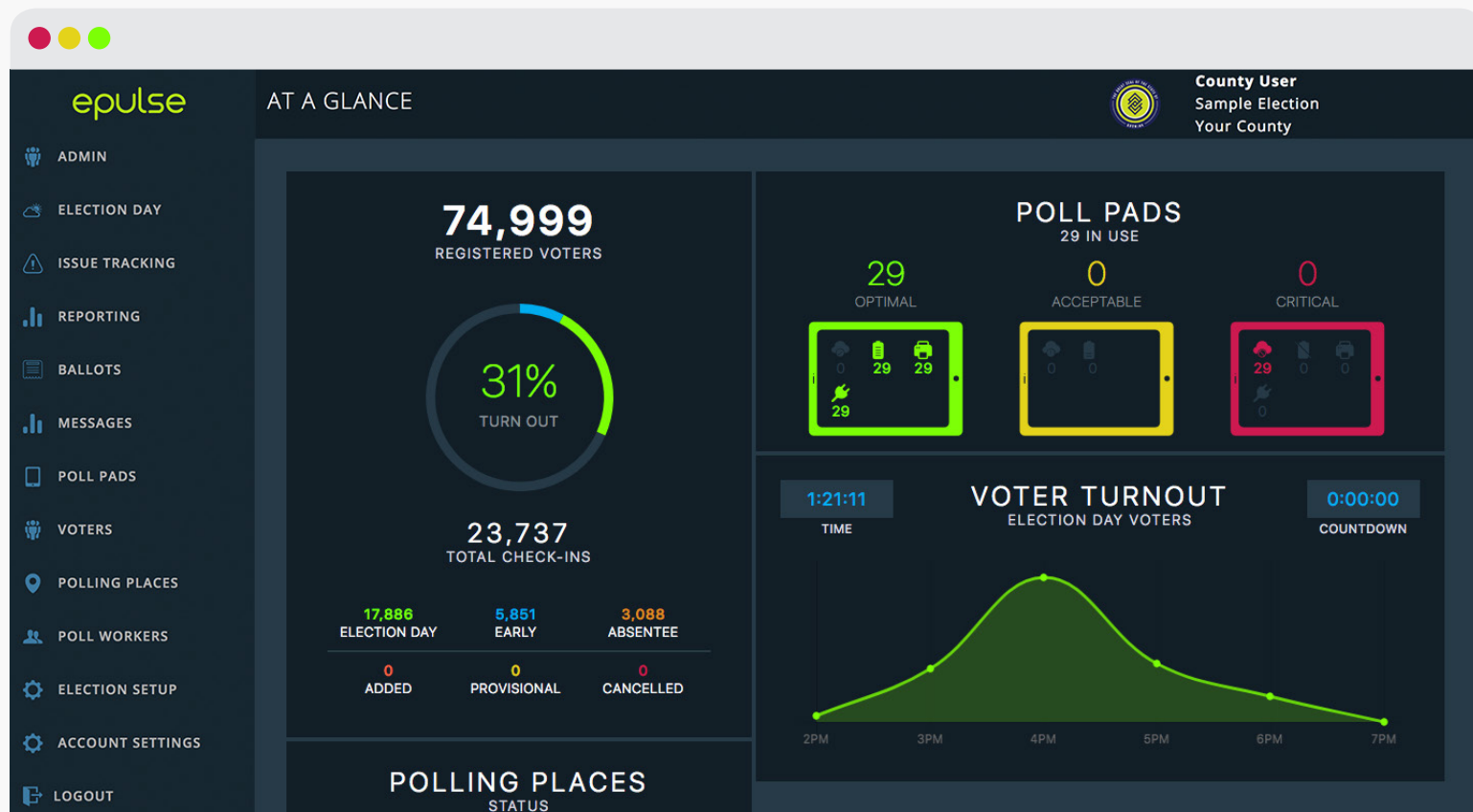




Table of Contents

Prompts

Parties

Ballot Styles

Importing Custom Ballot Styles

Users

Groups

Prompts

Introduction:

Prompts display customized messages to Poll Workers to help guide them through the correct steps for processing voter statuses frequently encountered on Election Day. Creating a prompt is a three step process:

1. **Edit** the Text Content for the prompt. This will display on the Poll Pads.
2. Set the **Criteria** that will trigger the prompt to be displayed. This ties the prompts to display for the proper voter statuses.
3. Create **Buttons** to allow the Poll Worker to process the voter on the Poll Pad. This will display on the Poll Pads.

Prompts: Setting Up a Prompt

Navigate to **Prompts**:

- 1 Click **ACCOUNT SETTINGS**.
- 2 Click **PROMPTS**.
- 3 To create a new Prompt click **+ ADD**.
- 4 To edit an existing prompt, click the **EDIT** icon to the right of the desired prompt.

The screenshot shows the epulse web application interface. The sidebar on the left contains navigation links: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP, ACCOUNT SETTINGS (highlighted with a blue circle and the number 1), GENERAL, VOTER IMPORT SETTINGS, POLL PAD SETUP, HELP MENU, ID METHODS, PROMPTS (highlighted with a blue circle and the number 2), USERS, IVOTE, and LOGOUT. The main content area is titled 'PROMPTS' and features a table with columns: #, Name, Heading, Color, Instructions, and Criteria Buttons. The table lists various prompts such as 'ID Required', 'ID Exempt', 'Suspense Status', 'Voted Early', 'Absentee Received', 'Absentee Sent', and 'Surrendered Ballot'. Each row has a 'Criteria Buttons' column with an edit icon (highlighted with a blue circle and the number 4). Above the table, there are buttons for '+ ADD' (highlighted with a blue circle and the number 3), '+ IMPORT', and 'EXPORT'. The top right corner of the interface shows the user's name 'County User' and the role 'Sample Election Your County'.

#	Name	Heading	Color	Instructions	Criteria Buttons
1	ID Required	ID Required	Yellow	The voter must show a valid...	Criteria Buttons
3	ID Exempt	ID Exempt	Blue	This voter has been exempte...	Criteria Buttons
5	Suspense Status	Address Confirmation	Yellow	The voter must submit a Sta...	Criteria Buttons
7	Voted Early	Voted Early	Red	Voter has voted in this ele...	Criteria Buttons
9	Absentee Received	Absentee Ballot Received	Red	The voter has previously re...	Criteria Buttons
11	Absentee Sent	Absentee Ballot Mailed	Yellow	An Absentee Ballot was mail...	Criteria Buttons
22	Surrendered Ballot	Was the Ballot Surrendered?	Red	Was the Absentee Ballot Ret...	Criteria Buttons

Setting Up a Prompt (cont.)

Prompt details:

Name: Set the name for administrative purposes.

Heading: Customize prompt title. This displays on the Poll Pad in the prompt heading.


Color: Sets the color of the Prompt banner.

Order: Sets the priority in which the prompts will display when a voter has more than one applicable status that trigger prompts.

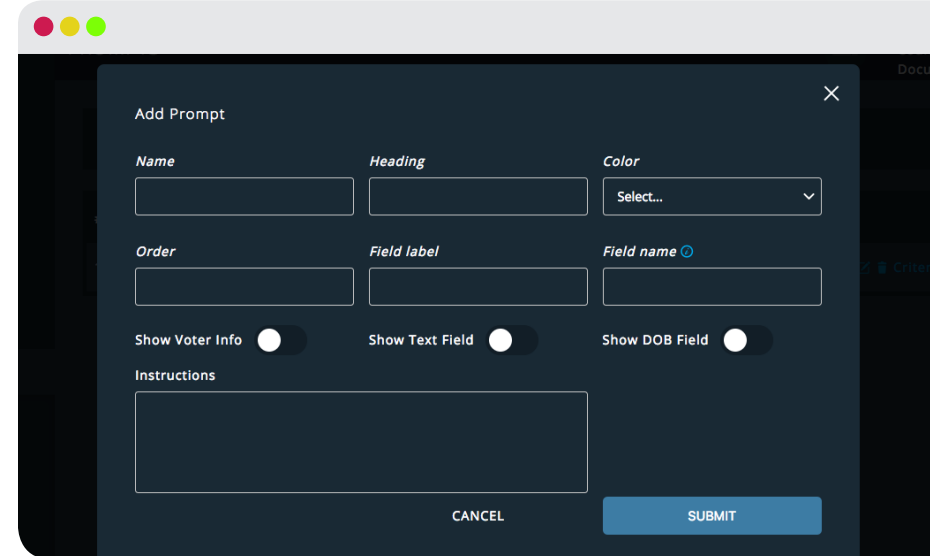
Show Voter Info: Enable to display the Voter's name and address within the prompt.

Show Text Field: Enable to display a free entry text box for the Poll Worker to input notes.

Show DOB Field: Enable to display the Voter's Date of Birth within the prompt.

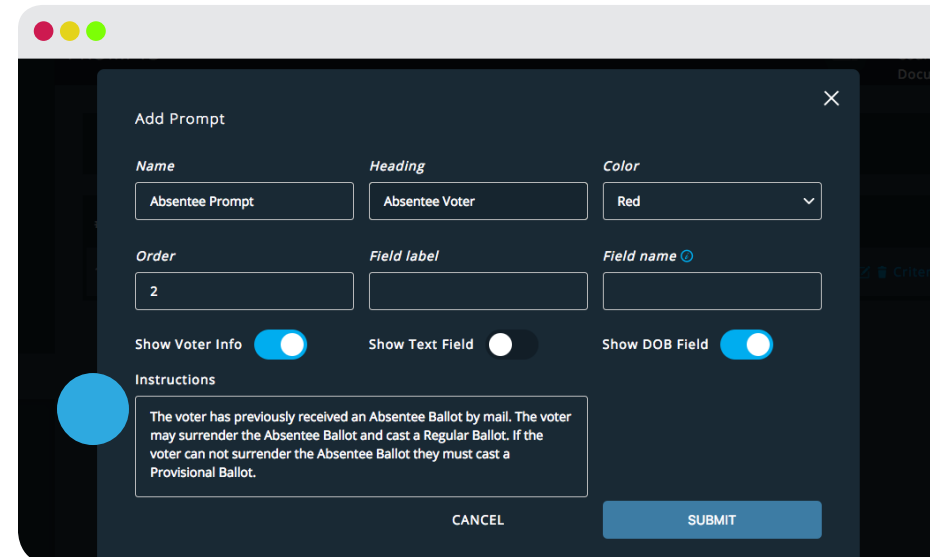
 **Instructions:** Enter the information to be displayed on the Prompt to properly guide the poll worker.

Blank Prompt:



The screenshot shows a dark-themed 'Add Prompt' modal window. It contains several input fields: 'Name', 'Heading', 'Color' (a dropdown menu), 'Order', 'Field label', and 'Field name' (with a help icon). Below these are three toggle switches for 'Show Voter Info', 'Show Text Field', and 'Show DOB Field'. At the bottom is a large 'Instructions' text area. 'CANCEL' and 'SUBMIT' buttons are at the bottom right.

Completed Prompt:



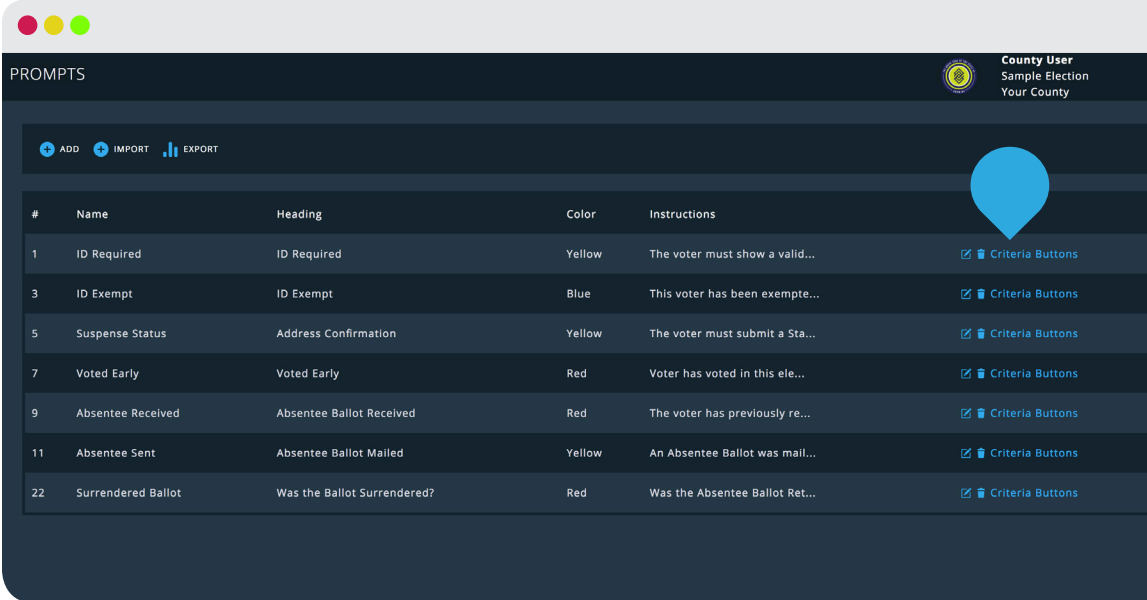
The screenshot shows the same 'Add Prompt' modal window, but now filled with data. 'Name' is 'Absentee Prompt', 'Heading' is 'Absentee Voter', 'Color' is 'Red', 'Order' is '2', 'Field label' is empty, and 'Field name' is empty. The 'Show Voter Info' and 'Show DOB Field' toggles are turned on, while 'Show Text Field' is off. The 'Instructions' text area contains the text: 'The voter has previously received an Absentee Ballot by mail. The voter may surrender the Absentee Ballot and cast a Regular Ballot. If the voter can not surrender the Absentee Ballot they must cast a Provisional Ballot.' 'CANCEL' and 'SUBMIT' buttons are at the bottom right.

Prompts: Setting Criteria








Setting the Criteria tells the Prompt when to display.

Creating and editing Criteria:

 Select the **Criteria** button.



The screenshot shows the 'PROMPTS' interface. At the top right, it says 'County User Sample Election Your County'. Below the header, there are buttons for '+ ADD', '+ IMPORT', and 'EXPORT'. A table lists various prompts with their respective criteria. Each row has a 'Criteria Buttons' link in the last column.

#	Name	Heading	Color	Instructions	
1	ID Required	ID Required	Yellow	The voter must show a valid...	 Criteria Buttons
3	ID Exempt	ID Exempt	Blue	This voter has been exempte...	 Criteria Buttons
5	Suspense Status	Address Confirmation	Yellow	The voter must submit a Sta...	 Criteria Buttons
7	Voted Early	Voted Early	Red	Voter has voted in this ele...	 Criteria Buttons
9	Absentee Received	Absentee Ballot Received	Red	The voter has previously re...	 Criteria Buttons
11	Absentee Sent	Absentee Ballot Mailed	Yellow	An Absentee Ballot was mail...	 Criteria Buttons
22	Surrendered Ballot	Was the Ballot Surrendered?	Red	Was the Absentee Ballot Ret...	 Criteria Buttons

Setting Criteria (cont.):

Criteria details:

All Voters: Enables the prompt on any voter processed.

Voted Voters: Enables the prompt on any voter marked “Voted”.

No Ballot Voters: Enables prompt on any voter who has no ballot style available.

Apply If: Leave on default, unless otherwise dictated.

Add Criteria: Select from a list of predefined criteria for triggering your prompt.

Blank Criteria:

The screenshot shows a dark-themed dialog box titled "Blank Criteria:" with a close button (X) in the top right corner. Inside the dialog, there are three toggle switches: "All Voters" (off), "Voted Voters" (off), and "No Ballot Voters" (off). Below these is an "Apply if" dropdown menu set to "ANY match". A horizontal line separates the top section from the "Add Criteria" section, which contains a "Select..." dropdown menu and a blue plus icon. At the bottom right, there are "CANCEL" and "SAVE" buttons. The text "No Criteria." is visible in the center of the dialog.

Setting Criteria (cont.):

- 1 Use **Add Criteria** to add the functionality to your prompt.
- 2 After choosing your desired Criteria use the **+ button** to add the functionality.

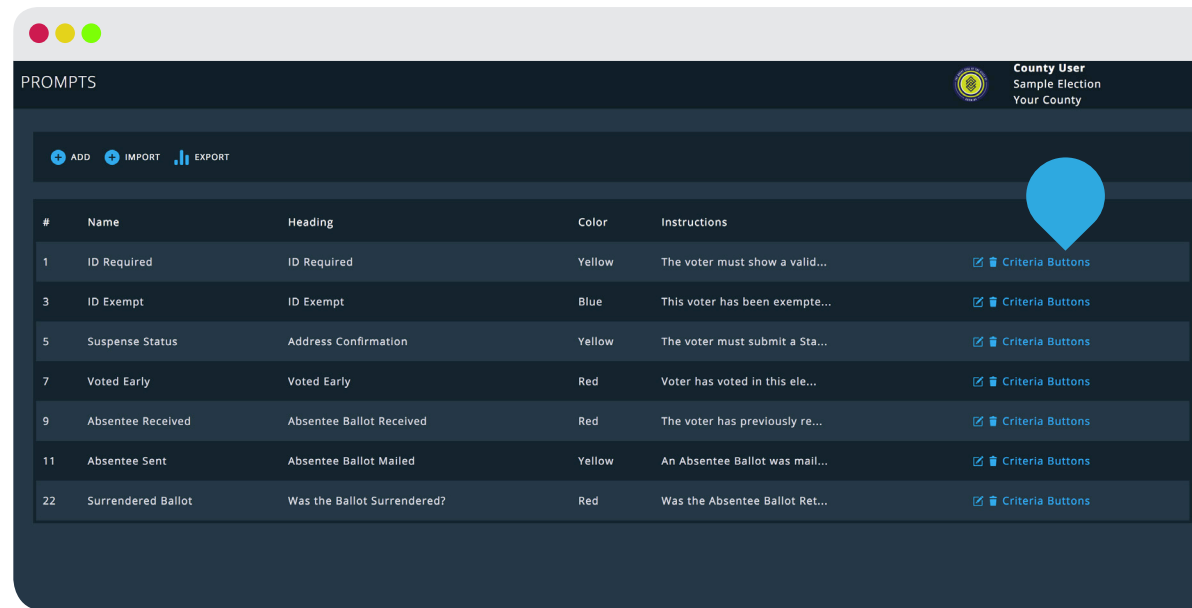
The screenshot shows the 'epulse' application interface with a 'PROMPTS' section. A modal dialog box titled 'Add Criteria' is open. At the top of the dialog, there are three toggle switches: 'All Voters' (off), 'Voted Voters' (off), and 'No Ballot Voters' (off). Below these is a dropdown menu labeled 'Apply if' with 'ANY match' selected. Underneath is a text input field containing the criteria: ''Absentee Status' equals 'Sent' with a close button (X) to its right. At the bottom of the dialog, there are two dropdown menus: 'Absentee Status' and 'Received'. A blue circle with the number '1' is next to the 'Add Criteria' title. A blue circle with a plus sign and the number '2' is next to the 'Received' dropdown. At the bottom right of the dialog are 'CANCEL' and 'SAVE' buttons.

Prompts: Setting Buttons

Buttons direct the Poll Worker through the correct process to finish checking-in the voter.

Creating and editing Buttons:








 Click **Buttons**.



PROMPTS

County User
Sample Election
Your County

+ ADD + IMPORT .EXPORT

#	Name	Heading	Color	Instructions	
1	ID Required	ID Required	Yellow	The voter must show a valid...	 Criteria Buttons
3	ID Exempt	ID Exempt	Blue	This voter has been exempte...	 Criteria Buttons
5	Suspense Status	Address Confirmation	Yellow	The voter must submit a Sta...	 Criteria Buttons
7	Voted Early	Voted Early	Red	Voter has voted in this ele...	 Criteria Buttons
9	Absentee Received	Absentee Ballot Received	Red	The voter has previously re...	 Criteria Buttons
11	Absentee Sent	Absentee Ballot Mailed	Yellow	An Absentee Ballot was mail...	 Criteria Buttons
22	Surrendered Ballot	Was the Ballot Surrendered?	Red	Was the Absentee Ballot Ret...	 Criteria Buttons


Prompts:

Setting Buttons (cont.)

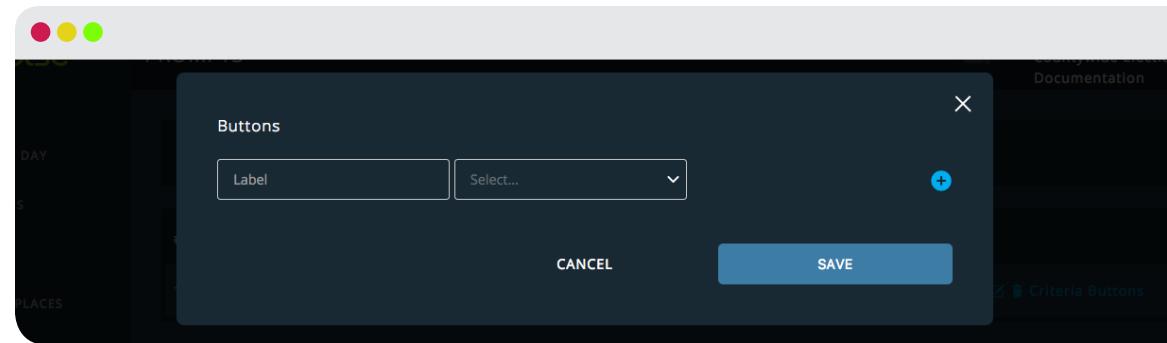
Buttons details:

Label: This is the text that will display on the button itself and should be reflective of the action completed when the button is utilized.

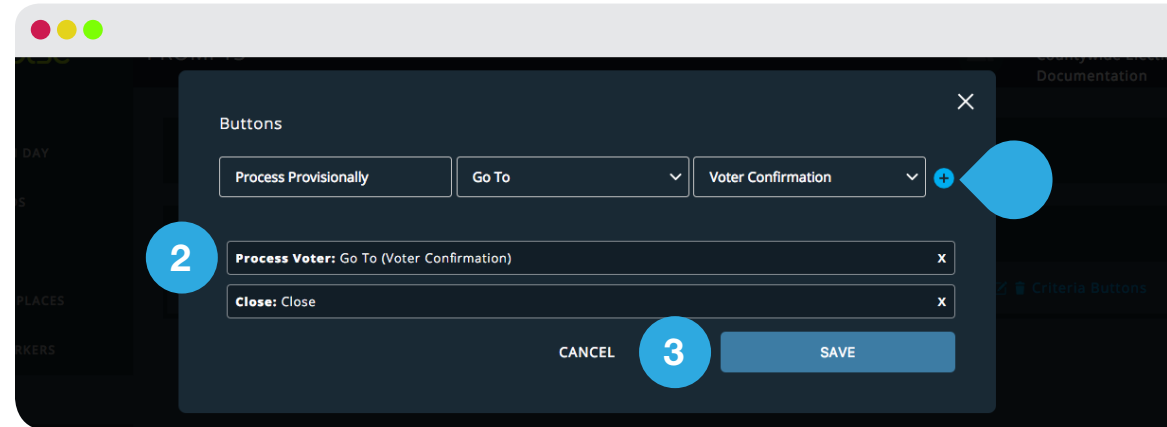
Select: This allows you to select the action attached to the button you are creating.

- 1 After choosing your desired layout, use the  **button** to add the functionality.
- 2 You may click and move the buttons you have added to arrange the order they will (vertically) display on the Poll Pad.
- 3 When finished, click **SAVE**.

Blank Buttons:



Buttons completed:



Parties

The Parties page in ePulse controls which parties will be displayed on the Poll Pad application while processing a voter during a **Primary** Election.

- 1 Click **ELECTION SETUP**.
- 2 Click **PARTIES**.

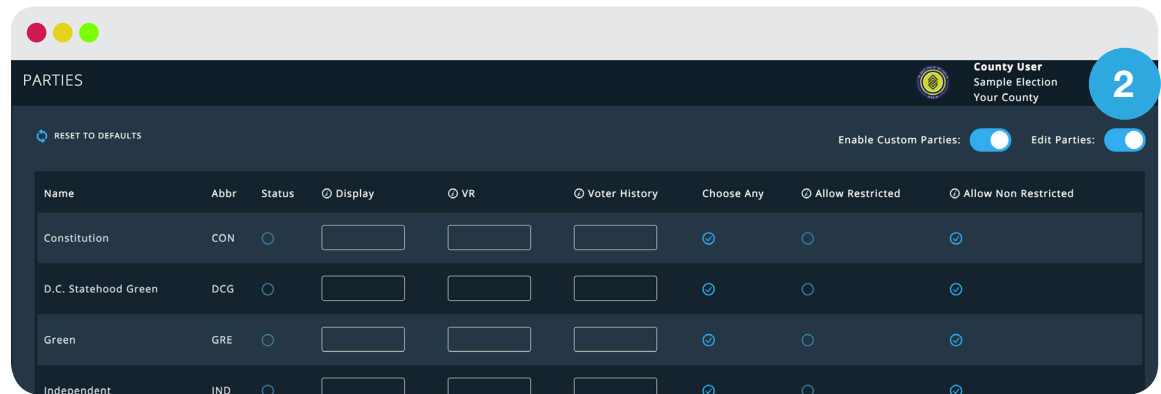
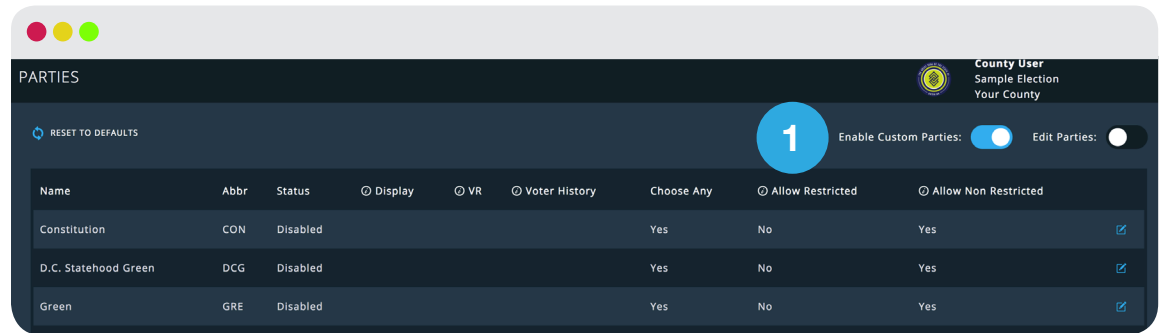
The screenshot shows the ePulse web application interface. The left sidebar contains a navigation menu with the following items: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP (highlighted with a blue circle and the number 1), ELECTIONS, GROUPS, PARTIES (highlighted with a blue circle and the number 2), STATUSES, BALLOT STYLES, and VOTER CARD ENCODER. The main content area is titled 'PARTIES' and features a 'RESET TO DEFAULTS' button. Below the button is a table with the following data:

Name	Abbr	Status	Display
Constitution	CON	Disabled	
D.C. Statehood Green	DCG	Disabled	
Green	GRE	Disabled	
Independent	IND	Disabled	
Libertarian	LIB	Disabled	
Nonpartisan	NON	Disabled	
No Party Affiliation	NPA	Disabled	
Other	OTH	Disabled	
Democratic	DEM	Enabled	
Republican	REP	Enabled	
Unaffiliated	UNA	Disabled	

Parties (cont.):

Each party is listed with its current status and any custom account labels already entered.

- 1 The **Enable Custom Parties** toggle should be turned on for use during a Primary Election.
- 2 The most efficient way to edit party information is by turning on the **Edit Parties** toggle.



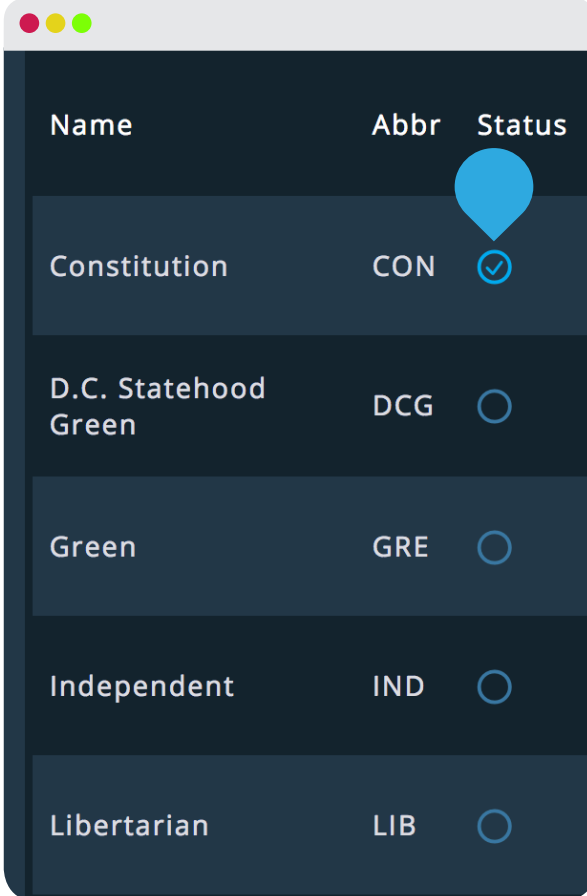
Parties (cont.):



To enable or disable a party, **click the circular graphic** under status. You will see a check mark appear, indicating the party has now been enabled.

All Parties relevant to your current election cycle must be **ENABLED**.

All Parties NOT relevant to your current Election Cycle must be **DISABLED**.



Name	Abbr	Status
Constitution	CON	<input checked="" type="checkbox"/>
D.C. Statehood Green	DCG	<input type="checkbox"/>
Green	GRE	<input type="checkbox"/>
Independent	IND	<input type="checkbox"/>
Libertarian	LIB	<input type="checkbox"/>

Parties (cont.):

Optional Settings:

Display: This sets how the Party will display to the Poll Worker in the Poll Pad application.

VR: This field must match the Party designation from your Voter Registration System. This allows individual voters to be matched to the relevant party. Entry must be an **exact** match (i.e. capitalization, spelling, abbreviation).

Voter History: This field sets the value that ePulse will provide your Voter Registration System upon export of the Voter History information post election. Entry must be an exact match to the value your VR system expects for imports (i.e. capitalization, spelling, abbreviation).

Choose Any: When enabled, this makes the party a Non-Restricted Party, allowing any other party ballot available to the voter.

continued on page 15...

The screenshot shows the 'PARTIES' configuration screen. At the top right, it says 'County User', 'Sample Election', and 'Your County'. Below this, there are two toggle switches: 'Enable Custom Parties' and 'Edit Parties', both of which are turned on. A 'RESET TO DEFAULTS' button is located on the left. The main part of the screen is a table with the following columns: Name, Abbr, Status, Display, VR, Voter History, Choose Any, Allow Restricted, and Allow Non Restricted. There are two rows of data:

Name	Abbr	Status	Display	VR	Voter History	Choose Any	Allow Restricted	Allow Non Restricted
Constitution	CON	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
D.C. Statehood Green	DCG	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Parties (cont.):

Optional Settings: (cont.)

Allow Restricted: Will allow other restricted parties to choose this party.

Allow Non-Restricted: Will allow a Non-Restricted Party to choose this party.

For assistance with setting up party logic, please contact Customer Support.

The screenshot shows a web application window titled "PARTIES". In the top right corner, there is a user profile section for "County User" with roles "Sample Election" and "Your County". Below the title bar, there is a "RESET TO DEFAULTS" button. To the right of this button are two toggle switches: "Enable Custom Parties:" (which is turned on) and "Edit Parties:" (which is also turned on). The main content area contains a table with the following columns: Name, Abbr, Status, Display, VR, Voter History, Choose Any, Allow Restricted, and Allow Non Restricted. The table lists two parties: "Constitution" with abbreviation "CON" and "D.C. Statehood Green" with abbreviation "DCG". Both parties have their "Status" set to "O", and their "Allow Restricted" and "Allow Non Restricted" settings are set to "O".

Name	Abbr	Status	Display	VR	Voter History	Choose Any	Allow Restricted	Allow Non Restricted
Constitution	CON	O				✓	O	✓
D.C. Statehood Green	DCG	O				✓	O	✓

Ballot Styles Page

The Ballot Styles page displays all the unique precincts and ballot styles that have been created for the current election.

Navigate to the Ballot Styles Page:

- 1 Click **ELECTION SETUP**.
- 2 Click **BALLOT STYLES**.

The screenshot shows the epulse application interface. The left sidebar contains a navigation menu with the following items: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP (highlighted with a blue circle and the number 1), ELECTIONS, GROUPS, PARTIES, STATUSES, BALLOT STYLES (highlighted with a blue circle and the number 2), VOTER CARD ENCODER, and BALLOT STYLE TYPES. The main content area is titled 'BALLOT STYLES' and features a toolbar with buttons for ADD, IMPORT, DOWNLOAD, TEMPLATE, and DELETE ALL. Below the toolbar is a toggle switch for 'Enable Ballot to Precinct Mapping', which is currently turned on. The main content area displays a table with two columns: 'Precinct' and 'Split'. The table contains the following data:

Precinct	Split
101	001
101	002
101	003
101	004
101	005
4HBC	003
4HBC	004
4HBC	001
4HBC	002
ABB	003
ABB	001

Ballot Styles (cont.):

Ballot Styles Page details:

Add: Allows you to add a new precinct and ballot style assignment.

Import: Allows you to load an import file of custom precincts and ballot styles.

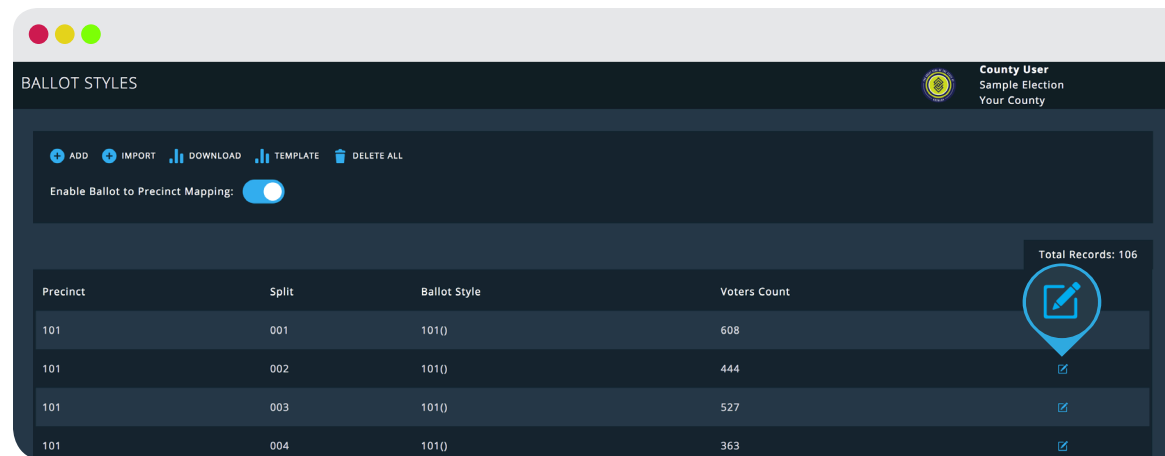
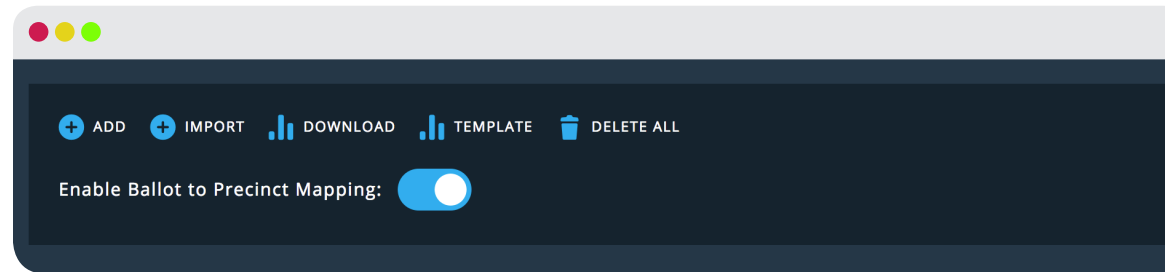
Download: Will download a copy of the current precinct and ballot style assignments contained on the Ballot Styles page.

Template: Will download a blank copy of the template used to properly import ballot styles.

Delete All: The user will have to type “DELETE” into a text box to confirm the action.




You can edit individual Precincts by using the **EDIT** button on the desired record.

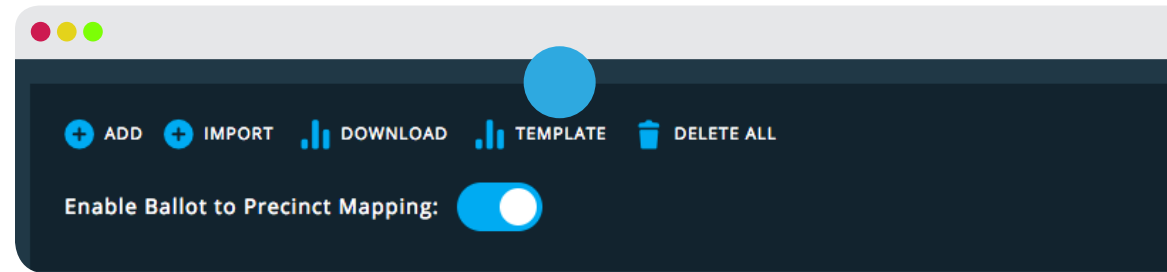


Importing Custom Ballot Styles

The most efficient way to set custom ballot styles is by creating a Ballot Styles File for import into ePulse.

 Click the **TEMPLATE** icon at the top of the page.

ePulse will produce a Template for you to complete and upload back into ePulse. Precinct and Splits will be included in the file, along with the headers for the other fields available for import.



Blank Template:

	A	B	C	D	E	F
1	precinct	split	party	ballot_style_name	ballot_style_code	num_ballots_sent
2	121	BS5				
3	121	BS3				
4	122	BS5				

Ballot Style Template details:

Precinct: Will come prepopulated with information from ePulse. Do **NOT** edit.

Split: Will come prepopulated with information from ePulse. Do **NOT** edit.

Party: Leave blank for a **general** election. Fill in party abbreviation for a **primary** election.

Ballot_Style_Name: Where the custom ballot style name will be entered for the corresponding precinct and split. Example: (121-City). This field displays on the Poll Pad and on the printed ticket (where applicable).

Ballot_Style_Code: Typically corresponds with data entered in the Ballot_Style_Name field. Example: (121-City). This field should match the ballot style code you program into your voting machines for the corresponding precinct and split.

Num_Ballots_Sent: Leave Blank. Not a required field.

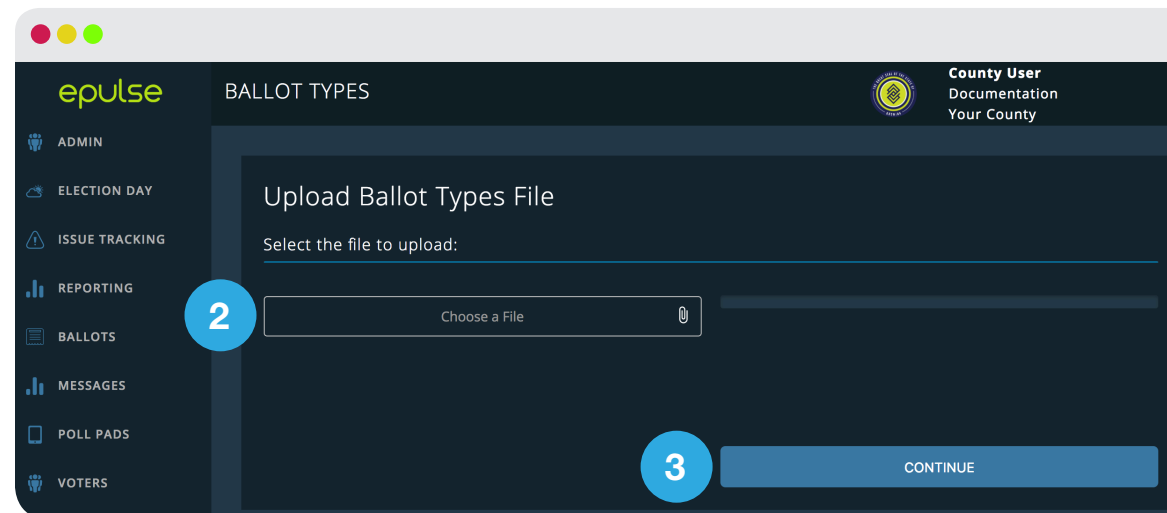
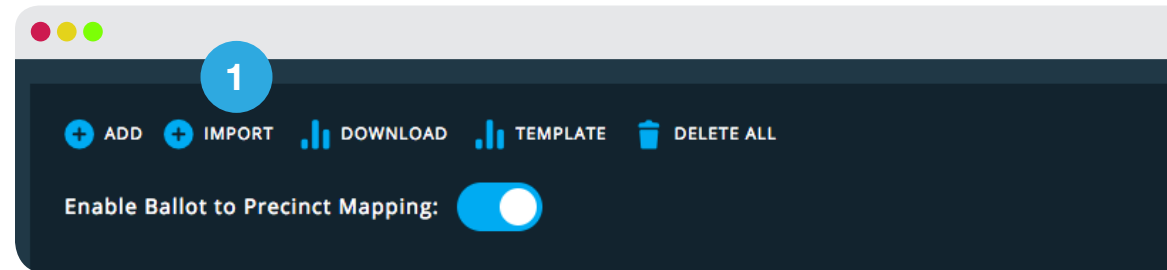
Template completed:

	A	B	C	D	E	F
1	precinct	split	party	ballot_style_name	ballot_style_code	num_ballots_sent
2	121	BS5		121-City	121-City	
3	121	BS3		121-IsD	121-IsD	
4	122	BS5		122-County	122-County	

Once finished, please save the completed file as a .csv for upload back into ePulse.

- 1 Click **IMPORT**.
- 2 Click **Choose a File**.
- 3 Click **CONTINUE**.

Once uploaded, please proof the edited information to ensure it reflects your desired input.

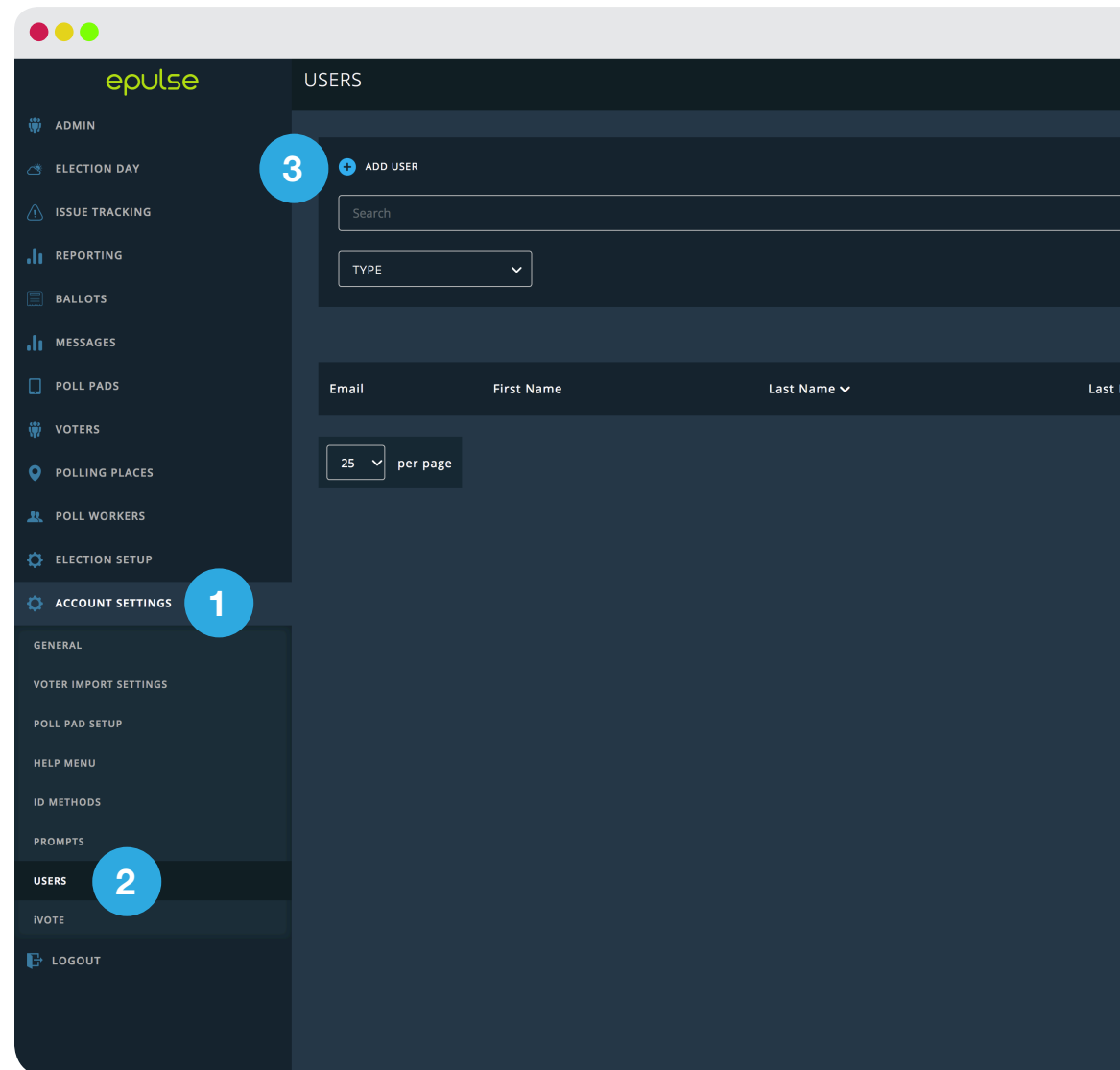


Users

An administrative user is responsible for setting the roles for other users within their organization who need or require access to voter data in ePulse.

Adding a User:

- 1 Click **ACCOUNT SETTINGS**.
- 2 Click **USERS**.
- 3 Click **+ ADD USER**.



Users (cont.):

Only the following fields are required:

- 1 **First name**
- 2 **Last name**
- 3 **Email:** An activation email will be sent to this address. The email will contain a link prompting the new user to set a password.

The screenshot shows the 'NEW USER' form in the epulse application. The form is dark-themed with a sidebar on the left containing various navigation options. The main form area has three numbered callouts: 1 points to the 'First name' field, 2 points to the 'Last name' field, and 3 points to the 'Email' field. Below these fields are 'Phone', 'Type of User' (a dropdown menu), and 'Notify by' (a dropdown menu). The 'PERMISSIONS' section is at the bottom, featuring a table with columns for 'Allow user to...', 'View', and 'Edit'. The table lists various permissions like 'Voters', 'Poll Pads', 'Polling Places', 'Poll Workers', 'Issues', 'View and Manage System Settings', 'Access Messaging', 'Access and Create Reports', and 'View and Manage Election Results'. Each permission has a 'View' and an 'Edit' toggle switch. At the bottom right of the form are 'CANCEL' and 'SUBMIT' buttons.

Allow user to...	View	Edit
Voters	<input type="checkbox"/>	<input type="checkbox"/>
Poll Pads	<input type="checkbox"/>	<input type="checkbox"/>
Polling Places	<input type="checkbox"/>	<input type="checkbox"/>
Poll Workers	<input type="checkbox"/>	<input type="checkbox"/>
Issues	<input type="checkbox"/>	<input type="checkbox"/>
View and Manage System Settings	<input type="checkbox"/>	<input type="checkbox"/>
Access Messaging	<input type="checkbox"/>	<input type="checkbox"/>
Access and Create Reports	<input type="checkbox"/>	<input type="checkbox"/>
View and Manage Election Results	<input type="checkbox"/>	<input type="checkbox"/>

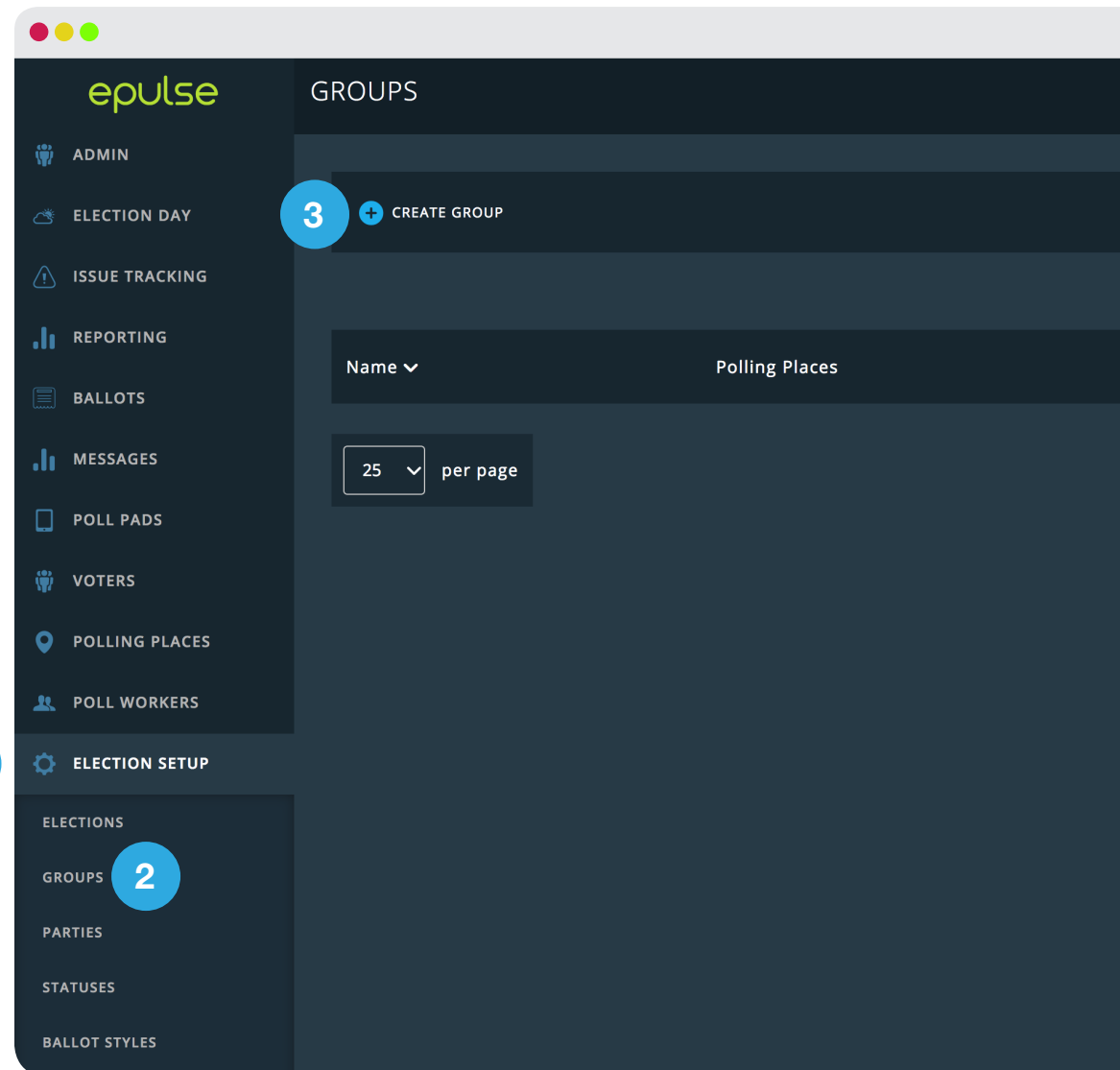
Groups

Groups in ePulse allow administrators to limit the information available to individual users. Users can be assigned to a polling location and will only be able to view and edit data relevant to their assigned polling location(s).

Creating a Group:

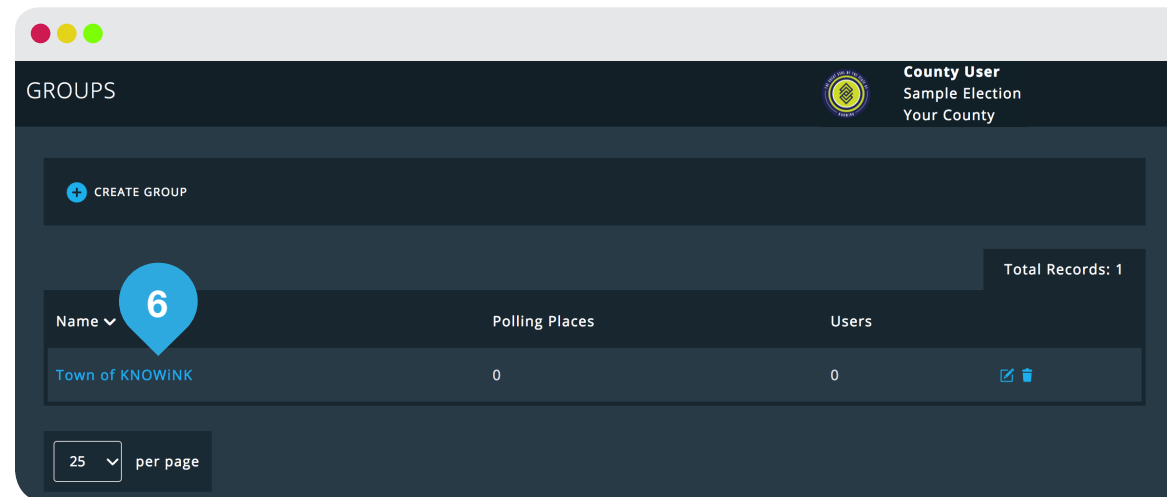
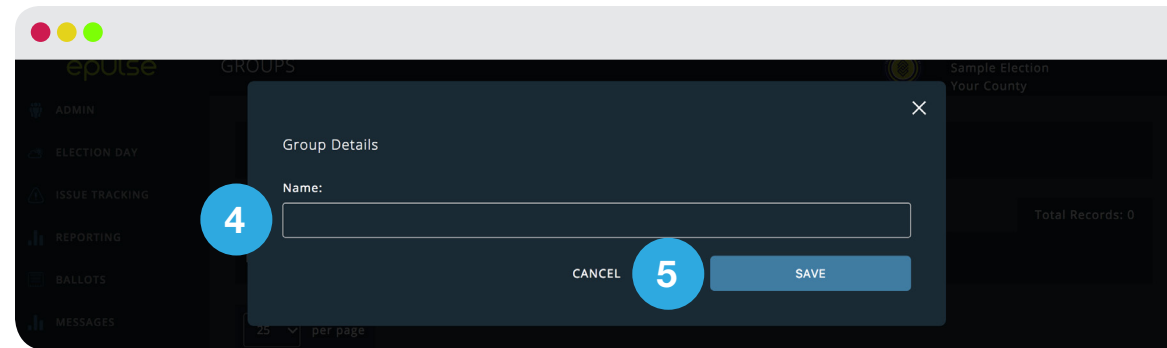
- 1 Click **ELECTION SETUP**
- 2 Click **GROUPS**
- 3 Click **CREATE GROUP**

1



Creating a Group (cont.):

- 4 Name the group you are creating.
- 5 Click **SAVE**.
- 6 Assign users to the newly created Group by selecting name(s).



Creating a Group (cont.):

- 7 Select relevant polling location(s).
- 8 Click **ADD**.
- 9 Once added, polling places attached to this group will be displayed.

epulse TOWN OF KNOWINK County User Sample Election Your County

Configure Election Group
Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.

7 ADD POLLING PLACE

Busch Stadium

8 ADD

ADD USERS

Select an Option

ADD

NAME	EMAIL	TYPE
------	-------	------

epulse TOWN OF KNOWINK County User Sample Election Your County

Configure Election Group
Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.

9 ADD POLLING PLACE

Gateway Arch

ADD

ADD USERS

Select an Option

ADD

POLLING PLACE	CODE	
Gateway Arch	100	×
Butterfly House	114	×

Creating a Group (cont.):

- 10 Select desired User(s).
- 11 Click **ADD**.
- 12 Once added, users attached to this group of polling places will be displayed.

*Note: Changes/updates automatically save.
Navigate back to the Groups page to repeat
this process for additional Groups.*

epulse TOWN OF KNOWINK County User Sample Election Your County

Configure Election Group
Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.

ADD POLLING PLACE

Busch Stadium

ADD

ADD USERS

County User (Standard Epulse)

ADD

POLLING PLACE	CODE
Gateway Arch	100
Butterfly House	114

epulse TOWN OF KNOWINK County User Sample Election Your County

Configure Election Group
Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.

ADD POLLING PLACE

Busch Stadium

ADD

ADD USERS

Another User (Standard Epulse)

ADD

POLLING PLACE	CODE
Gateway Arch	100
Butterfly House	114

NAME	EMAIL	TYPE
County User	county.user@countyemail.com	Standard Epulse
Another User	another.user@countyemail.com	Standard Epulse



Users & Groups

How to Guide

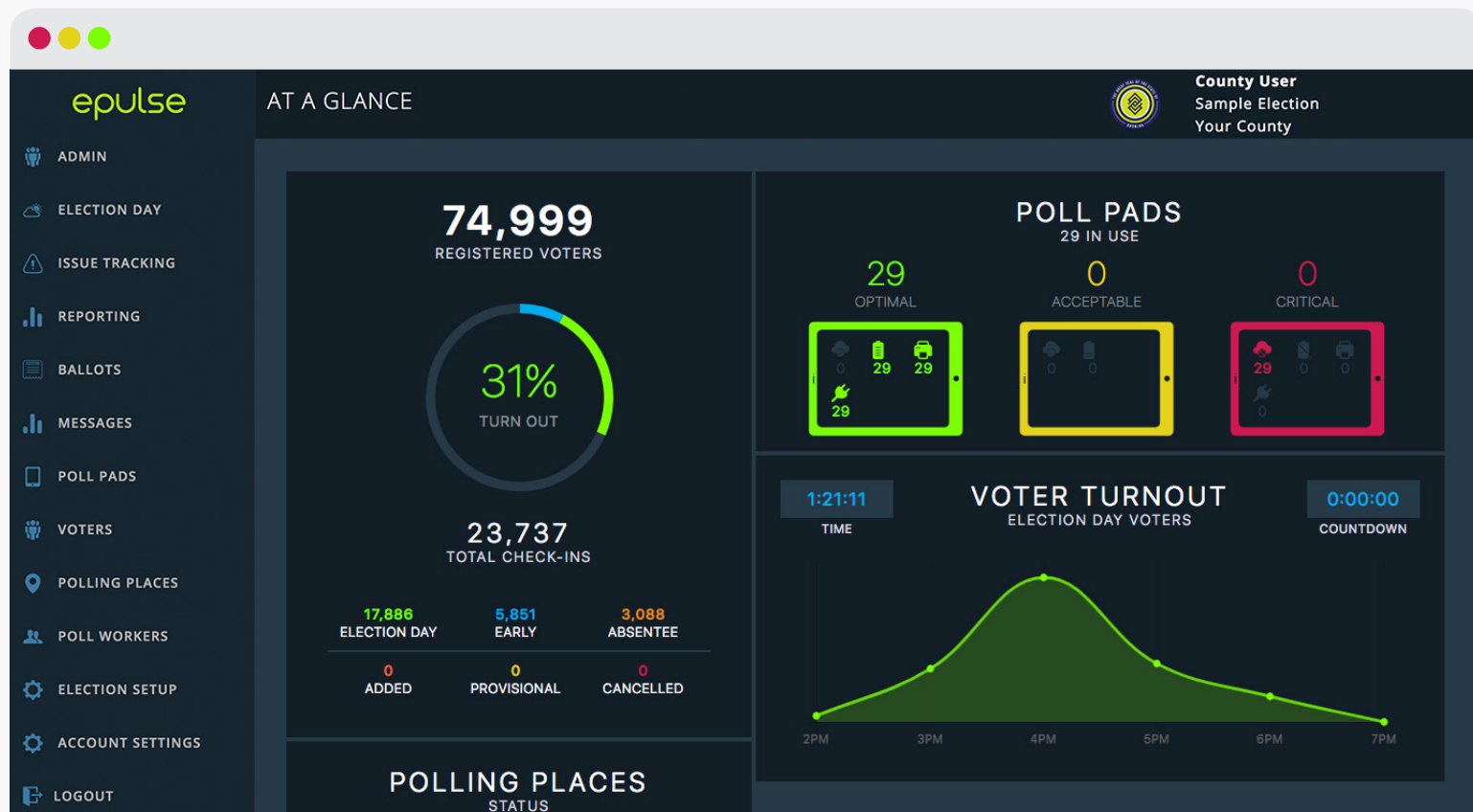




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Setting User Permissions

Predefined User Settings

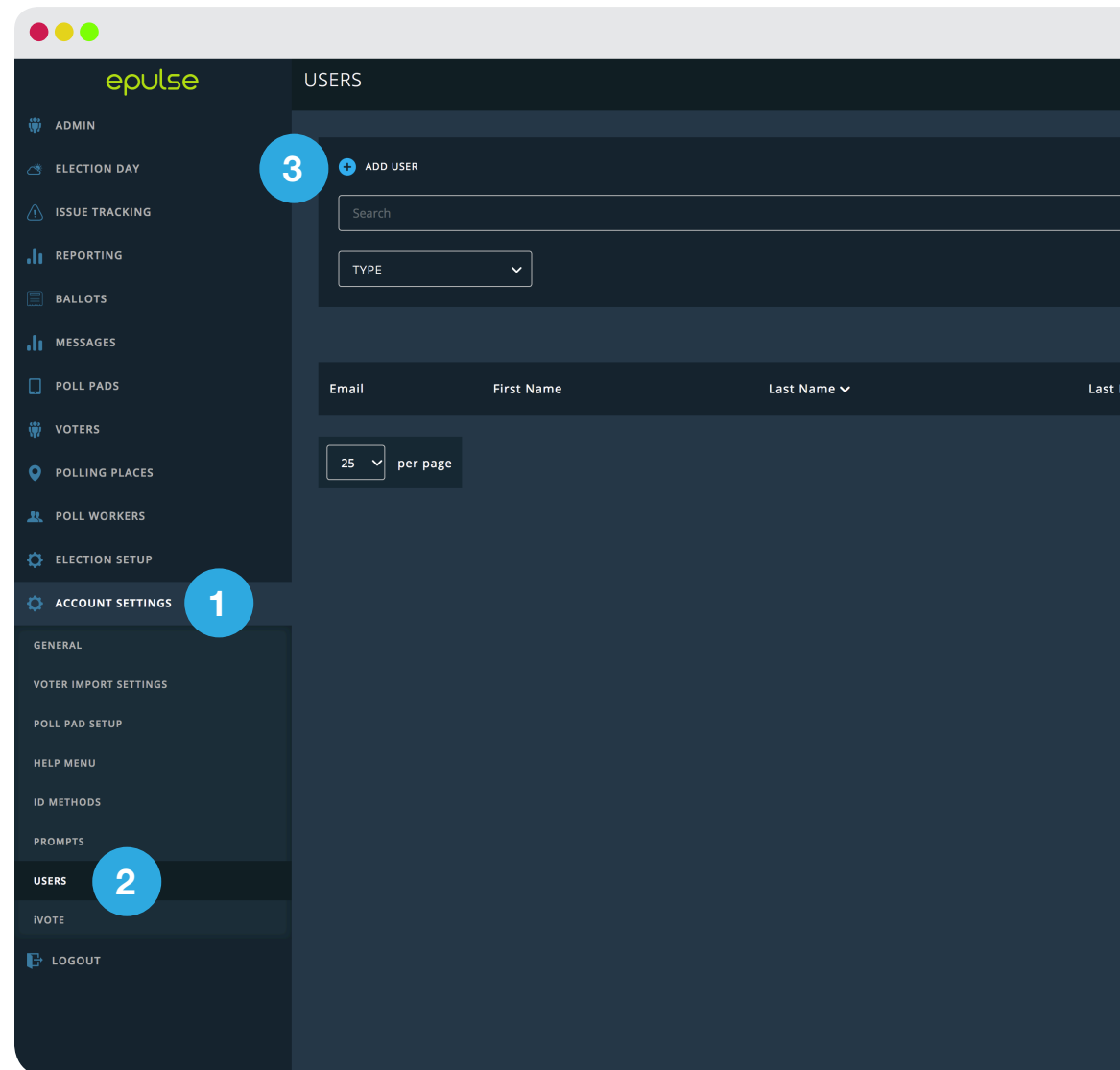
Groups

Users

An administrative user is responsible for setting the roles for other users within their organization who need or require access to voter data in ePulse.

Adding a User:

- 1 Click **ACCOUNT SETTINGS**.
- 2 Click **USERS**.
- 3 Click **+ ADD USER**.



The following fields are required:

1 **First name**

2 **Last name**

3 **Email:** An activation email will be sent to this address. The email will contain a link prompting the new user to set a password.

The screenshot shows the 'NEW USER' form in the epulse application. The form is dark-themed with a sidebar on the left containing various navigation options. The main form area has the following fields and sections:

- First name** (Field 1)
- Last name** (Field 2)
- Phone**
- Email** (Field 3)
- Type of User** (Dropdown menu, currently set to 'Standard Epulse')
- Notify by** (Dropdown menu, currently set to 'None')
- PERMISSIONS** section with a table of permissions:

Allow user to...	View	Edit
Voters	<input type="checkbox"/>	<input type="checkbox"/>
Poll Pads	<input type="checkbox"/>	<input type="checkbox"/>
Polling Places	<input type="checkbox"/>	<input type="checkbox"/>
Poll Workers	<input type="checkbox"/>	<input type="checkbox"/>
Issues	<input type="checkbox"/>	<input type="checkbox"/>

Below the permissions table, there is a 'Set To Default:' dropdown menu and a 'Select...' button. At the bottom right of the form, there are 'CANCEL' and 'SUBMIT' buttons.

Setting User Permissions

Each user must be assigned Permissions.

You can customize user access to each ePulse page. Each user can be assigned **View Only** or **Edit permissions**.

View Only: Allows the user to only view data.

Edit: Allows the user to view and edit data.

Type of User: Standard Epulse

Notify by: None

PERMISSIONS

Allow user to...

	View	Edit
Voters	<input type="checkbox"/>	<input type="checkbox"/>
Poll Pads	<input type="checkbox"/>	<input type="checkbox"/>
Polling Places	<input type="checkbox"/>	<input type="checkbox"/>
Poll Workers	<input type="checkbox"/>	<input type="checkbox"/>
Issues	<input type="checkbox"/>	<input type="checkbox"/>

Set To Default: Select...

CANCEL SUBMIT

New User Page details:

Voters: Allows access to the Voters page.

Poll Pads: Allows access to the Poll Pads page.

Polling Places: Allows access to the Polling Places page.

Poll Workers: Allows access to the Poll Workers page.

View and Manage System Settings: Allows user to view and edit System Settings.

Access Messaging: Allows user access to the Messaging System (if applicable).

Access and Create Reports: Allows user access and generate reports.

Type of User: Standard Epulse

Notify by: None

PERMISSIONS

Allow user to...

	View	Edit
Voters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Poll Pads	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Polling Places	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Poll Workers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set To Default: Select...

View and Manage System Settings: ☒

Access Messaging: ☒

Access and Create Reports: ☒

View and Manage Election Results: ☒

CANCEL SUBMIT

Predefined User Settings

Several predefined user setting options are available.

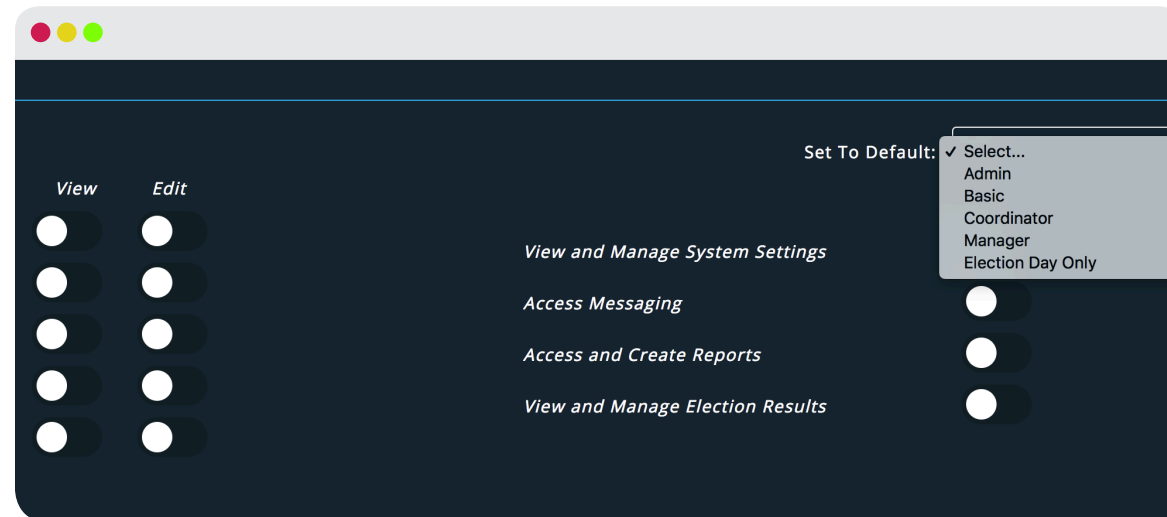
Election Day Only: Provides view only access to the Election Day dashboard.

Basic: View Only permissions for Voters, Poll Pads, Polling Places, and Poll Workers.

Coordinator : View Only for Voters, Poll Pads, Polling Places, and Poll Workers Access granted to the Messaging system.

Manager : View and Edit permissions granted for Voters, Poll Pads, Polling Places, and Poll Workers, access granted to the Messaging system.

Admin : Full administrative rights including Election Creation; User administration.

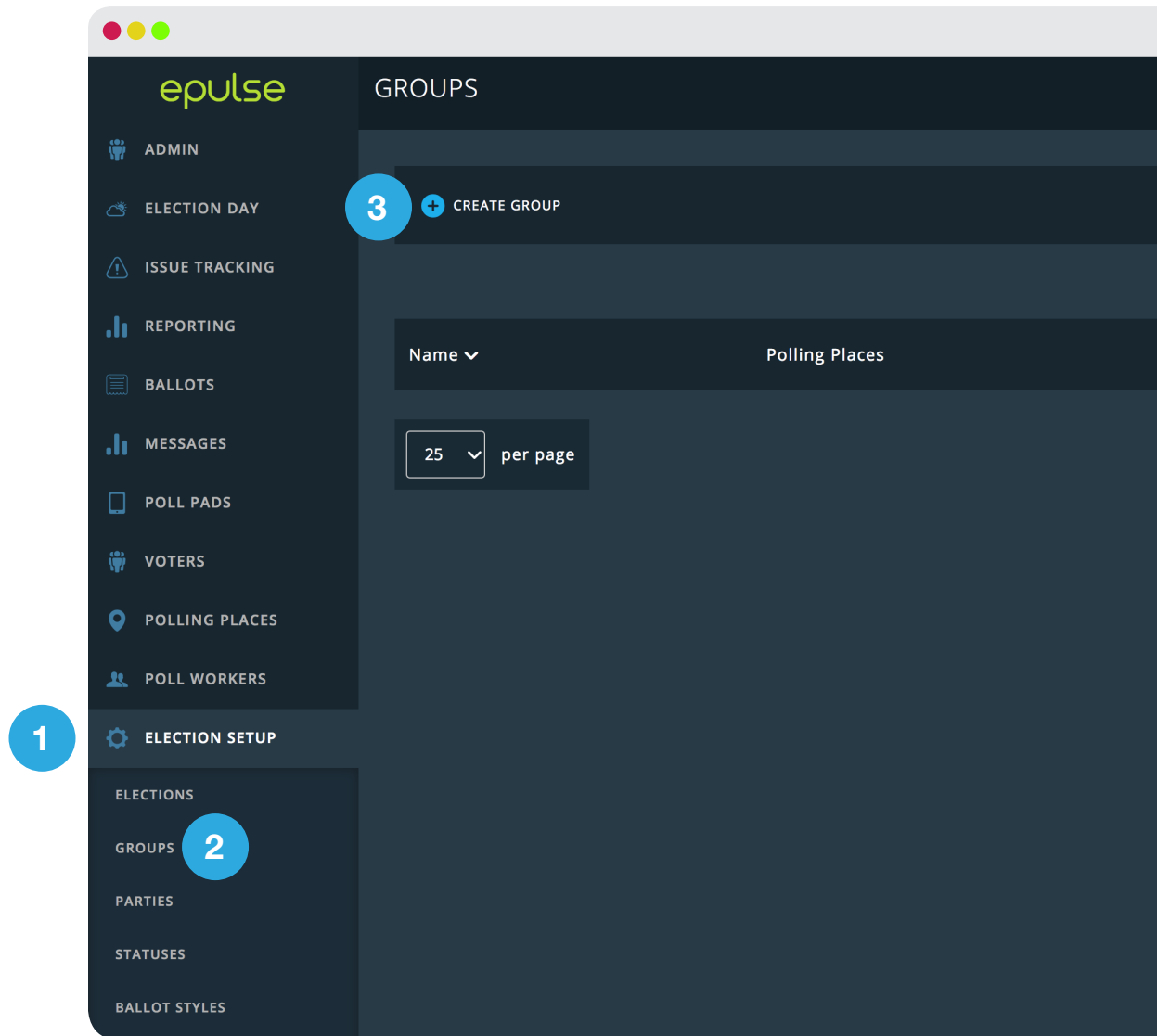


Groups

Groups in ePulse allow administrators to limit the information available to individual users. Users can be assigned to a polling location and will only be able to view and edit data relevant to their assigned polling location(s).

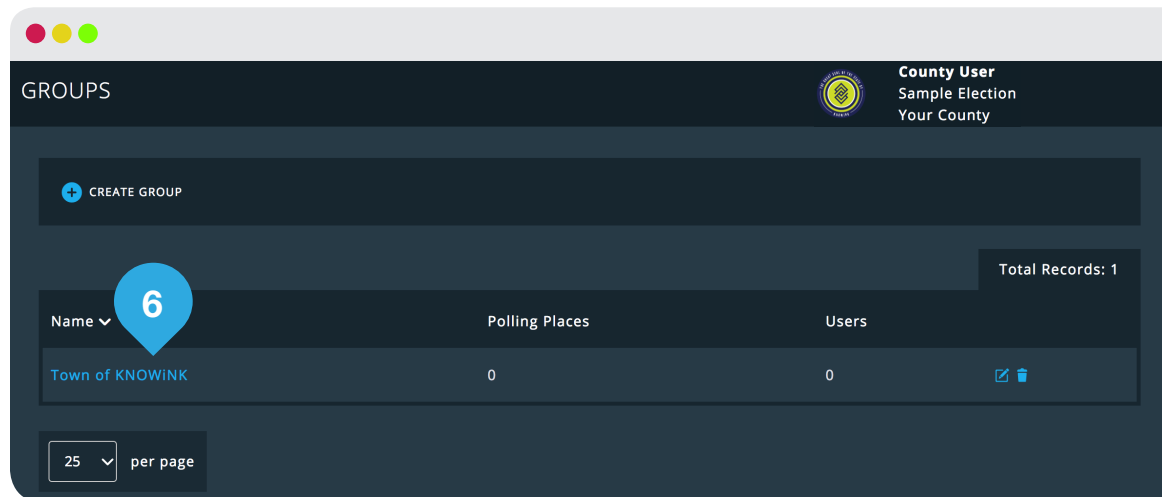
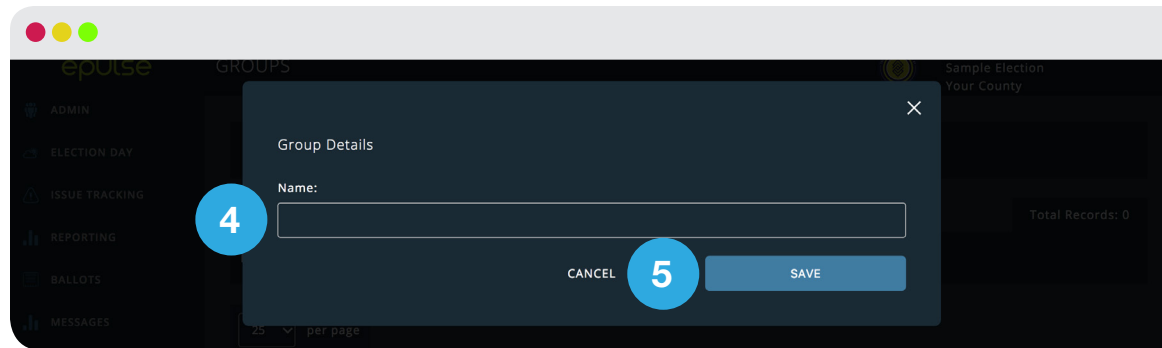
Creating a Group:

- 1 Click **ELECTION SETUP**
- 2 Click **GROUPS**
- 3 Click **CREATE GROUP**



Creating a Group (cont.):

- 4 Name the group you are creating.
- 5 Click **SAVE**.
- 6 Assign users to the newly created Group by selecting name(s).



Creating a Group (cont.):

- 7 Select relevant polling location(s).
- 8 Click **ADD**.
- 9 Once added, polling places attached to this group will be displayed.

epulse TOWN OF KNOWINK County User Sample Election Your County

Configure Election Group
Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.

7 ADD POLLING PLACE 8 ADD

Busch Stadium

Butterfly House
Carondelet Park
Cathedral Basilica of Saint Louis
City Museum
Citygarden
Contemporary Art Museum St. Louis
Election Office
Faust Park
First Baptist Church

ADD USERS
Select an Option

NAME	EMAIL	TYPE
------	-------	------

epulse TOWN OF KNOWINK County User Sample Election Your County

Configure Election Group
Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.

9 ADD POLLING PLACE ADD

Gateway Arch

POLLING PLACE	CODE	
Gateway Arch	100	×
Butterfly House	114	×

ADD USERS
Select an Option

NAME	EMAIL	TYPE
------	-------	------

Creating a Group (cont.):

- 10 Select desired User(s).
- 11 Click **ADD**.
- 12 Once added, users attached to this group of polling places will be displayed.

*Note: Changes/updates automatically save.
Navigate back to the Groups page to repeat this process for additional Groups.*

The screenshot shows the 'Configure Election Group' page for the 'TOWN OF KNOWINK'. The left sidebar contains navigation links: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP, and ELECTIONS. The main content area has a header 'TOWN OF KNOWINK' and a sub-header 'Configure Election Group' with a note: 'Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.' Below this, there are two sections: 'ADD POLLING PLACE' and 'ADD USERS'. The 'ADD POLLING PLACE' section has a dropdown menu showing 'Busch Stadium' and an 'ADD' button. The 'ADD USERS' section has a dropdown menu showing 'County User (Standard Epulse)' and an 'ADD' button. A search bar is also present. A table below the 'ADD POLLING PLACE' section lists polling places: 'Gateway Arch' with code '100' and 'Butterfly House' with code '114'. A blue circle with the number '10' is overlaid on the 'ADD' button in the 'ADD USERS' section.

The screenshot shows the 'Configure Election Group' page for the 'TOWN OF KNOWINK'. The left sidebar contains navigation links: ADMIN, ELECTION DAY, ISSUE TRACKING, REPORTING, BALLOTS, MESSAGES, POLL PADS, VOTERS, POLLING PLACES, POLL WORKERS, ELECTION SETUP, and ELECTIONS. The main content area has a header 'TOWN OF KNOWINK' and a sub-header 'Configure Election Group' with a note: 'Users who are members of the group will be limited to voters, issues, etc. within the group's polling places.' Below this, there are two sections: 'ADD POLLING PLACE' and 'ADD USERS'. The 'ADD POLLING PLACE' section has a dropdown menu showing 'Busch Stadium' and an 'ADD' button. The 'ADD USERS' section has a dropdown menu showing 'Another User (Standard Epulse)' and an 'ADD' button. A table below the 'ADD POLLING PLACE' section lists polling places: 'Gateway Arch' with code '100' and 'Butterfly House' with code '114'. A table below the 'ADD USERS' section lists users: 'County User' with email 'county.user@countyemail.com' and 'Another User' with email 'another.user@countyemail.com'. A blue circle with the number '12' is overlaid on the 'ADD' button in the 'ADD USERS' section.



Post Election Day

California - How to Guide

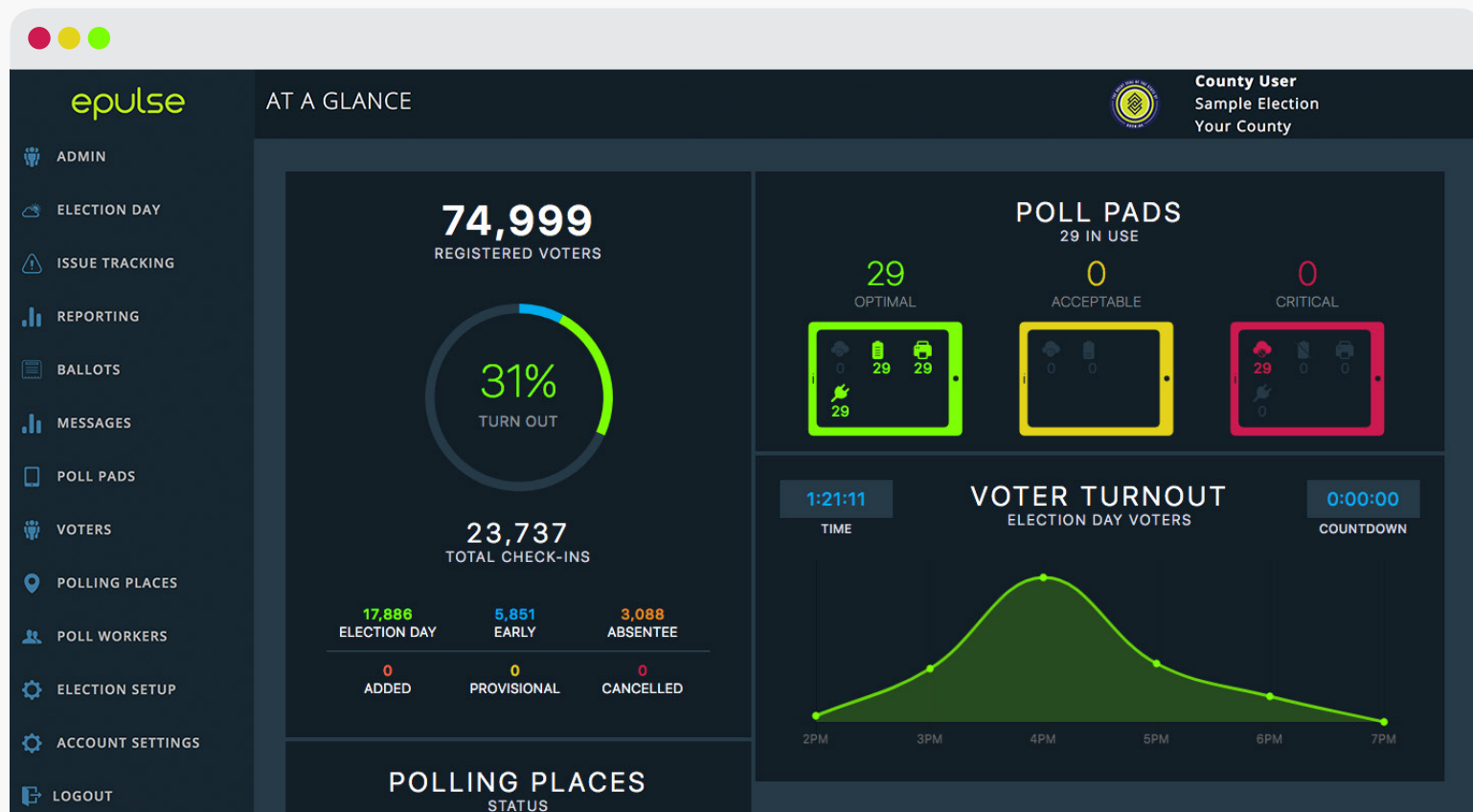




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Managing Your Poll Pads During Election Day

Generate Voter History: Part I

Generate Voter History: Part II

Export CVR Data: Part I

Export CVR Data: Part II

Managing Your Poll Pads Post Election Day

It is important to ensure that your Poll Pads have synced activity with ePulse.

1 Click **POLL PADS**

2 Click **MANAGE**

The screenshot displays the ePulse POLLPADS interface. On the left sidebar, the 'POLL PADS' menu item is highlighted with a blue circle containing the number '1'. Below it, the 'MANAGE' sub-menu item is highlighted with a blue circle containing the number '2'. The main content area shows the 'DEVICE POWER' section with three battery status indicators: 1 red (disconnected), 0 yellow (low), and 4 green (full). Below this is a search bar and several filter buttons: STATUS, PLACE, CONFIG, PRINTER, and LAST IMPORT. At the bottom, there is a table with columns for DEVICE, LAST SYNC, and POLLING. The first row shows a device named 'Pollpad KNOWiNK - Dan' with an import date of '1/19/2018 10:05 AM' and a status of 'Unassigned' with a '12 days' sync indicator.

Ensure that Check-In Counts correspond with the daily voting activity reflected on each Election Day Poll Pad.

- 1 Verify **Check-in Count**.
- 2 Verify **Provisionals Processed**.
- 3 Verify **Added Voters**.

POLLPADS

County User
Sample Election
Your County

DEVICE POWER			SYNCHRONIZATION			PRINTER		CHARGING	
2	0	4	6	0	0	4	2	4	2

Search

STATUS PLACE CONFIG VOTERS VOTES LAST SYNC BATTERY POWER

PRINTER LAST IMPORT

ACTIONS TOTAL RECORDS: 6

DEVICE	LAST SYNC	POLLING PLACE	CONFIG	VOTERS	CHECK-INS	PROVS	ADDED	
Pollpad KNOWINK - Dan Import: 1/19/2018 10:05 AM	5 days	Unassigned	TX	0	0	0	0	82%
Pollpad KNOWINK Jason Import: 1/22/2018 2:21 PM	1 day	Unassigned	TX	0	0	0	0	13%

Generate Voter History: Part I

Once Check-In Counts have been verified; you may navigate to the Election Details page to run Voter History.

Navigate to the Election Details page:

- 1 Click **ELECTION SETUP**.
- 2 Click **ELECTIONS**.
- 3 Choose the **Current Election** from the list of elections displayed.

The screenshot shows the epulse web application interface. On the left is a dark sidebar with a menu. Callout 1 points to the 'ELECTION SETUP' menu item. Callout 2 points to the 'ELECTIONS' menu item. Callout 3 points to the 'Sample Election' link in the main content area. The main content area has a header 'ELECTIONS' and a sub-header with buttons: '+ CREATE ELECTION', '+ SIGNATURES', and 'CHANGE' (checked). Below these is a 'CURRENT:' dropdown menu showing 'Countywide Election'. A table lists elections with columns: Name, Date, Type, and CheckIns. Below the table is a '25 per page' dropdown.

Name	Date	Type	CheckIns
Sample Election	10/31/2018	General	0
Countywide Election	02/06/2018	General	2
Documentation	03/06/2018	Primary	0

continued on page 6

Generate Voter History: Part I (cont.)

4

Voter history is located under the **Tools** section of the Election Details Page.

ELECTION DETAILS

COUNTYWIDE ELECTION

02/06/2018

TYPE: *General*

VOTERS: *74,958*

STREET RULES: *2,018*

VOTER CHECKINS: *2*

POLLING PLACES: *31*

PRECINCTS: *106*

DOWNLOAD ORIGINAL VOTER FILE

Tools

- Regenerate Poll Pad Database
- Regenerate Supplemental File
- Regenerate PollPad3 DB
- Generate Voter History
- Export PDF/Image Roster

Admin

- Reset Election Sync Files

ELECTION FILES

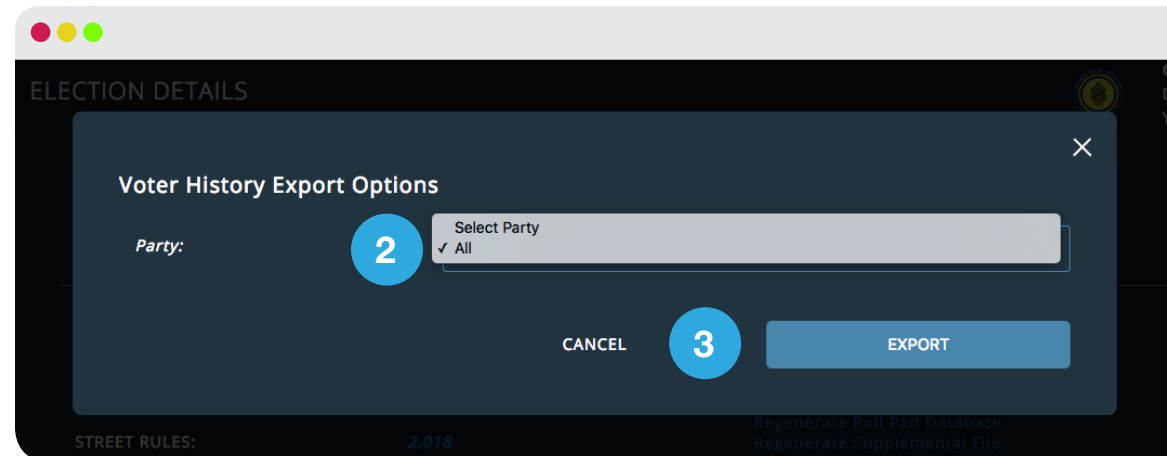
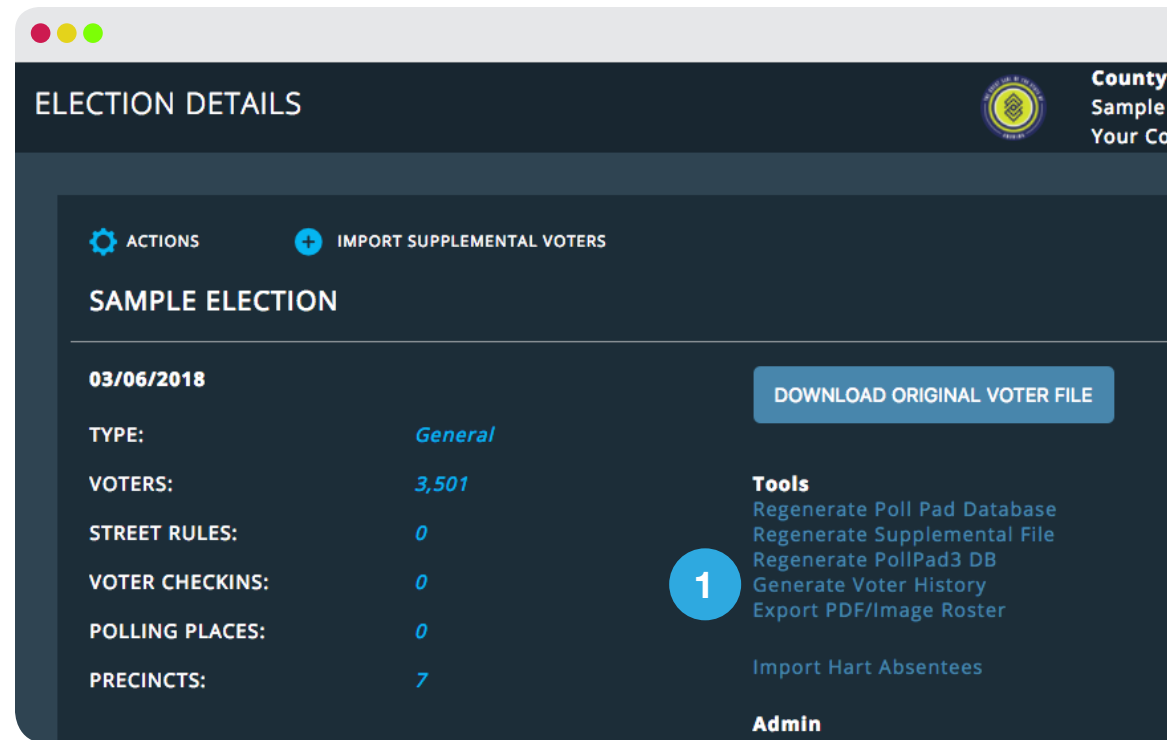
Type	Date	Status	Prog
Election Seed DB	01/22/2018 8:34 am	Ready	Dow
Election Seed Files	01/22/2018 8:33 am	Ready	Dow

Generate Voter History: Part II

- 1 Click **Generate Voter History**.
- 2 Select **ALL** from drop down menu.
- 3 Click **EXPORT**.

This will export a Voter History file to be uploaded into your Election Management System.

continued on page 8



Generate Voter History: Part II (cont.)

The voter history file will process in the **Election Files** section. When the file is complete, a blue Download button will appear.

4 Click **Download** to save file.

After saving file, upload into your Election Management System.

The screenshot shows a web application interface for "Election Details". At the top right, it says "County User", "Sample Election", and "Your County" next to a logo. The main heading is "ELECTION DETAILS". Below this, there are two tabs: "ACTIONS" (selected) and "IMPORT SUPPLEMENTAL VOTERS". The "SAMPLE ELECTION" section displays details for "03/06/2018":

- TYPE: General
- VOTERS: 3,501
- STREET RULES: 0
- VOTER CHECKINS: 0
- POLLING PLACES: 0
- PRECINCTS: 7

To the right of these details is a button labeled "DOWNLOAD ORIGINAL VOTER FILE". Below the election details, there are sections for "Tools" (Regenerate Poll Pad Database, Regenerate Supplemental File, Regenerate PollPad3 DB, Generate Voter History, Export PDF/Image Roster) and "Admin" (Import Hart Absentees, Reset Election Sync Files). The "ELECTION FILES" section contains a table:

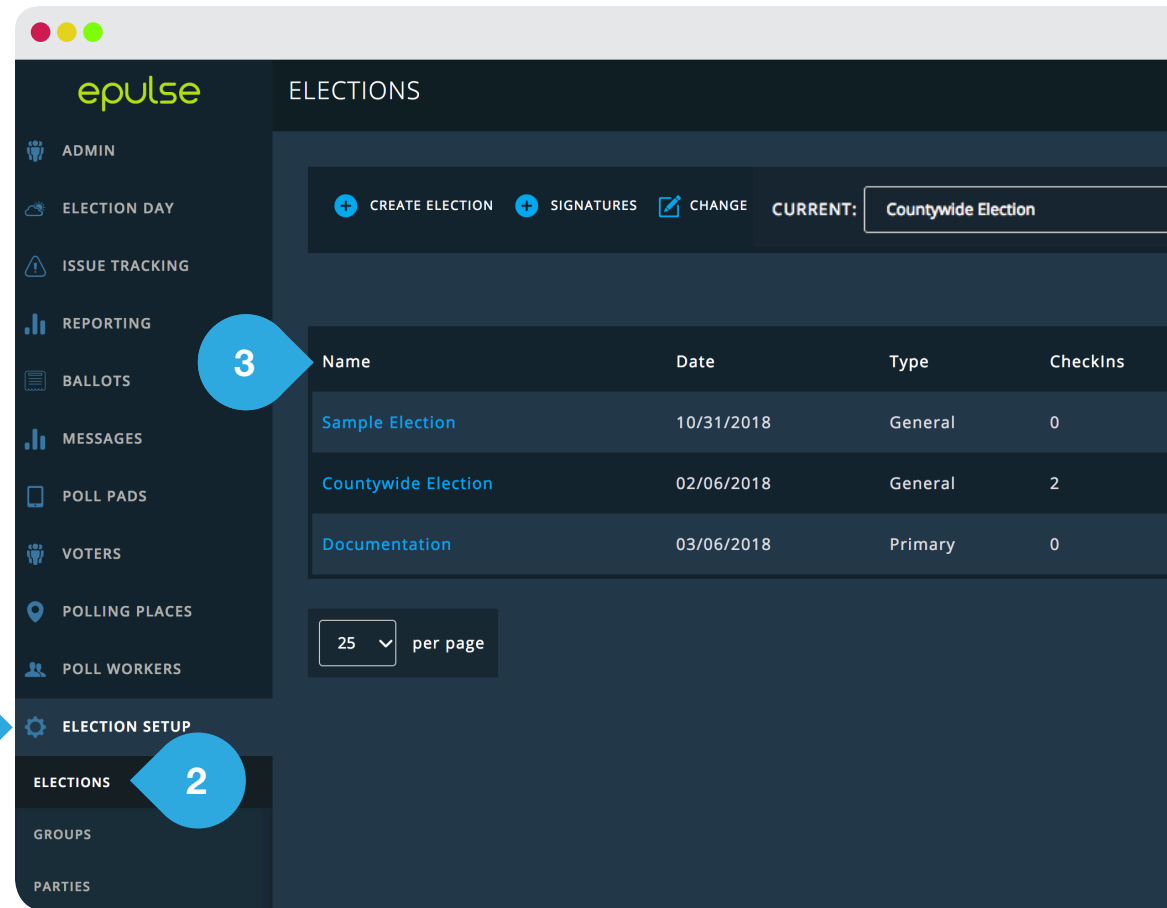
Type	Date	Status	Progress
Election Seed DB	02/05/2018 9:58 am	Ready	4 Download
Election Seed Files	02/05/2018 9:58 am	Ready	Download

Export CVR Data: Part I

Once Conditional Voter Registration (CVR) counts have been verified, you may navigate to the Election Details page to extract the CVR import file.

Navigate to the Election Details page:

- 1 Click **ELECTION SETUP**.
- 2 Click **ELECTIONS**.
- 3 Choose the **Current Election** from the list of elections displayed.



continued on page 10

Export CVR Data: Part I (cont.)

- 4 CVR Data is located under the **Tools** section of the Election Details Page.

ELECTION DETAILS

ACTIONS **IMPORT SUPPLEMENTAL VOTERS** **ADDRESS RULES**

SAMPLE ELECTION

01/30/2018 [DOWNLOAD ORIGINAL VOTER FILE](#)

TYPE: *General*

VOTERS: *74,953*

STREET RULES: *0*

VOTER CHECKINS: *0*

POLLING PLACES: *30*

PRECINCTS: *106*

Tools

- Regenerate Poll Pad Database
- Regenerate Supplemental File
- Regenerate PollPad3 DB
- Generate Voter History
- Export PDF/Image Roster
- Import Roster IDs
- Export Absentee Exceptions
- Import MN Precincts
- Export SDR Data

Admin

- Reset Election Sync Files

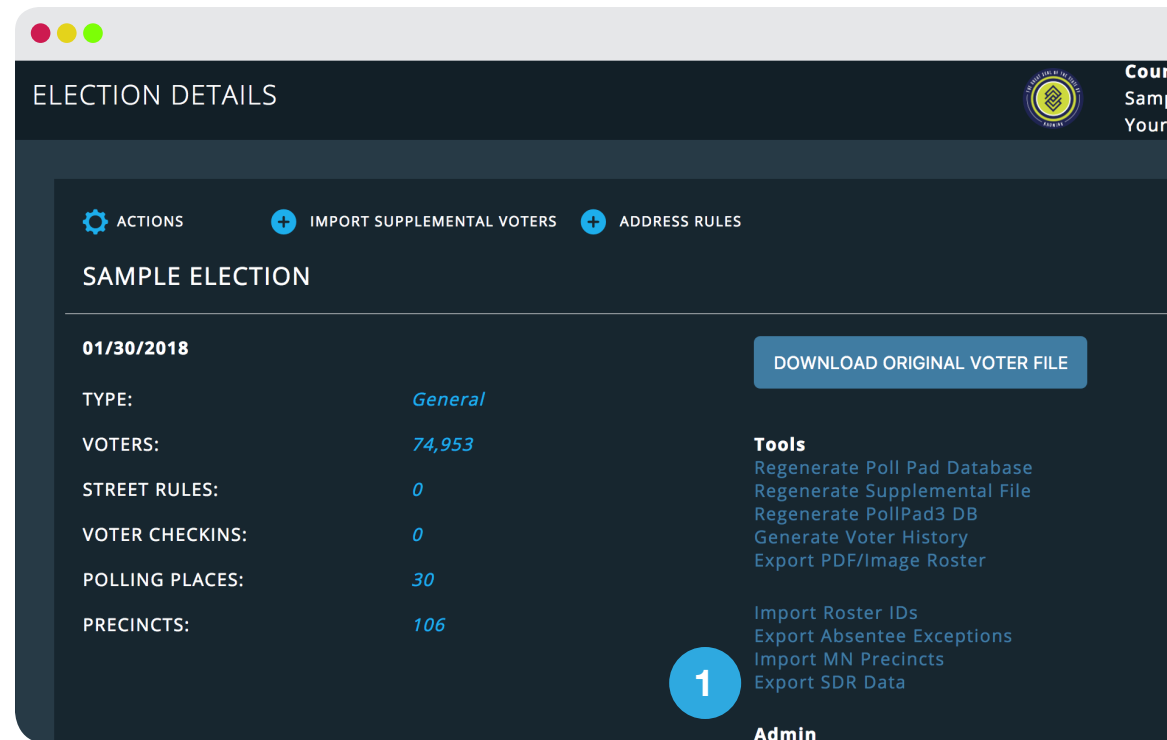
ELECTION FILES

Type	Date	Status	Prog
Election Seed DB	01/22/2018 8:59 am	Ready	Down

Export CVR Data: Part II

1 Click **Export CVR Data**

This will export an CVR Data file to be uploaded into your Election Management System.



continued on page 12

Export CVR Data: Part II (cont.)

The CVR data file will process in the **Election Files** section. When the file is complete, a blue Download button will appear.

2 Click **Download** to save file.

After saving file, upload into your Election Management System.

The screenshot shows a web application interface for election management. At the top, there are navigation links: 'ACTIONS', 'IMPORT SUPPLEMENTAL VOTERS', and 'ADDRESS RULES'. The main section is titled 'SAMPLE ELECTION' and displays election details for '01/30/2018'. A 'DOWNLOAD ORIGINAL VOTER FILE' button is visible. Below this, there are sections for 'Tools' and 'Admin' with various options. The 'ELECTION FILES' section contains a table with columns for Type, Date, Status, and Progress. A blue circle with the number '2' highlights the 'Download' button in the first row of the table.

Type	Date	Status	Progress
SDR Data - 3:27:10 02/07/18 Your_County_Sample_Election_SDR_Export.zip	02/07/2018 3:27 pm	Ready	Download
Election Seed DB	01/22/2018 8:59 am	Ready	Download
Election Seed Files	01/22/2018 8:58 am	Ready	Download

AUDIT LOGGING | POLL PAD

1 TOOLS AND SETTINGS

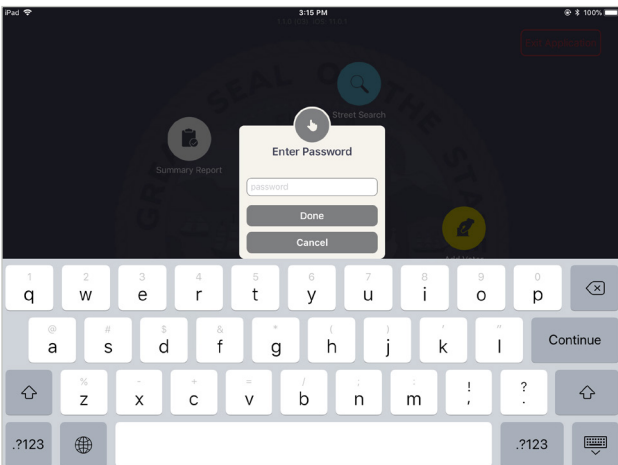
To access the device specific Audit Logs contained in the Poll Pad, press **Menu > Tools and Settings**.



2 ENTER PASSWORD

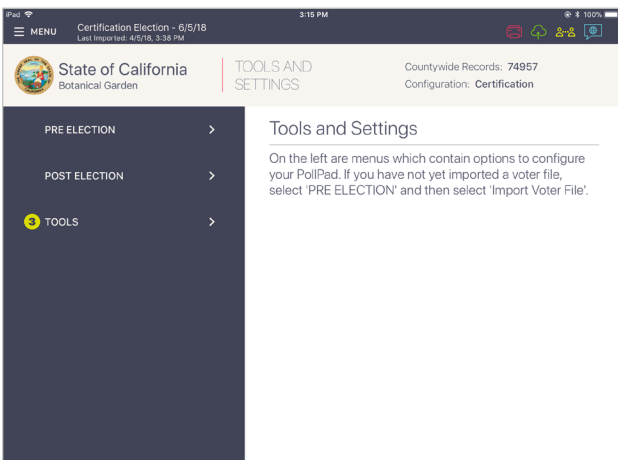
Enter the device specific password.

*Consult Elections Office to obtain password if needed.



3 TOOLS

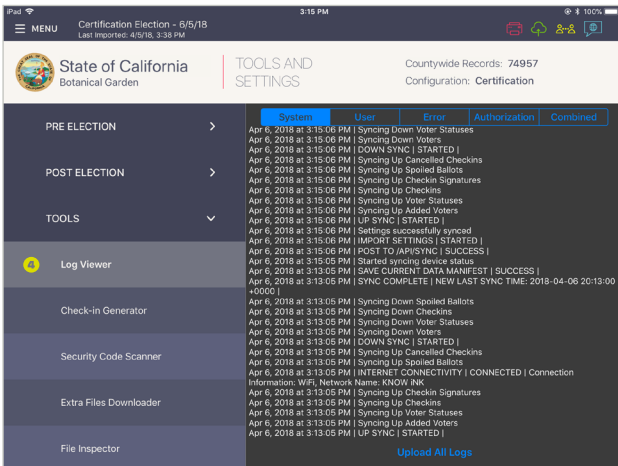
Select **TOOLS** from the Tools and Settings menu.



AUDIT LOGGING | POLL PAD

4 LOG VIEWER

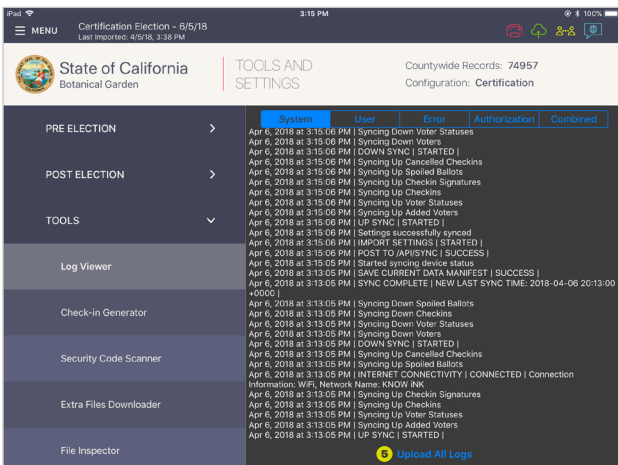
Select **Log Viewer** from the displayed options. Audit Logs will be displayed on the right hand side. Logs are divided into several options: **System, User, Error, Authorization, Combined.**

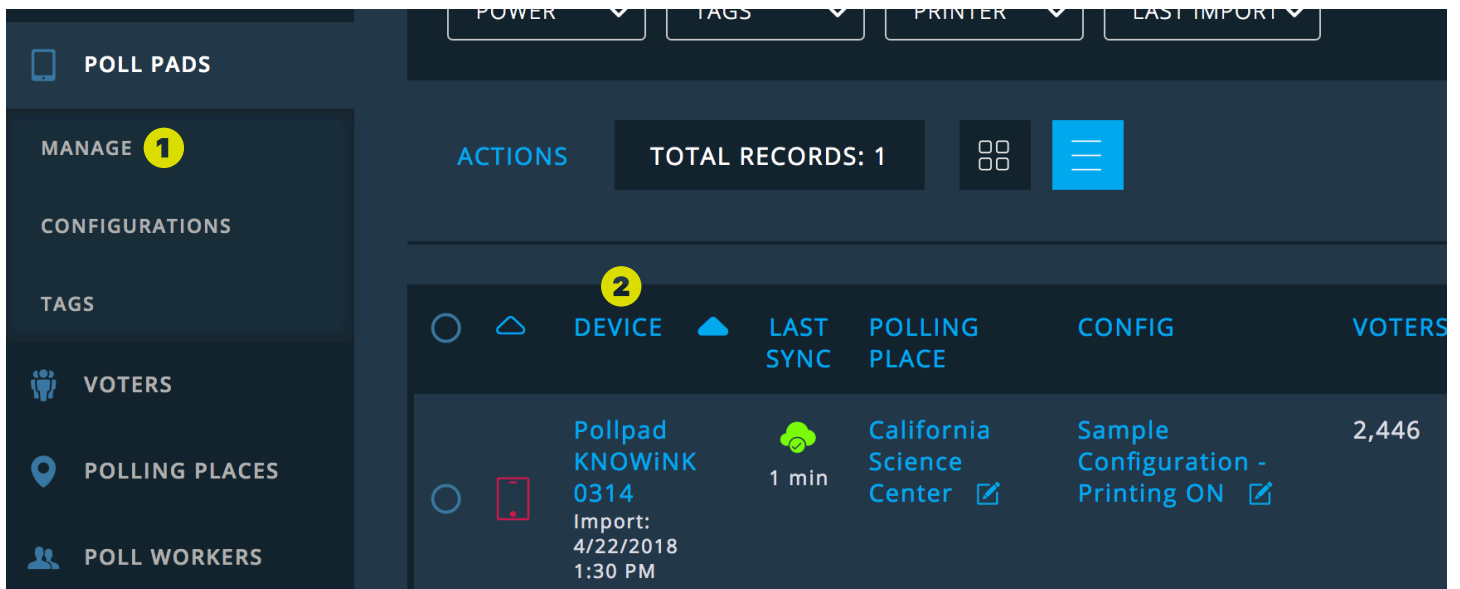


5 UPLOAD ALL LOGS

To sync Audit Logs to ePulse use the **"Upload All Logs"** option at the bottom of the logs.

*Verify WiFi connection before uploading.

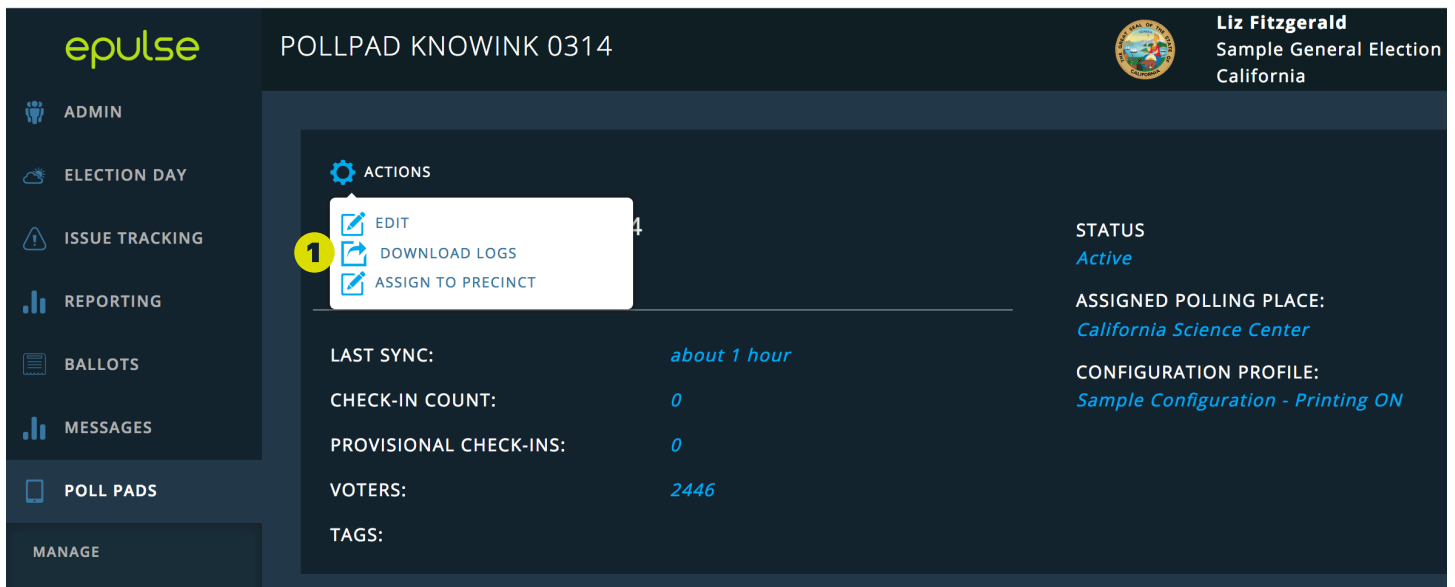




Once audit logs have been uploaded from Poll Pads, they can be downloaded from ePulse.

In ePulse menu:

- 1 Navigate to **POLL PADS > MANAGE**
- 2 Click on the **DEVICE** name you want to download logs from.



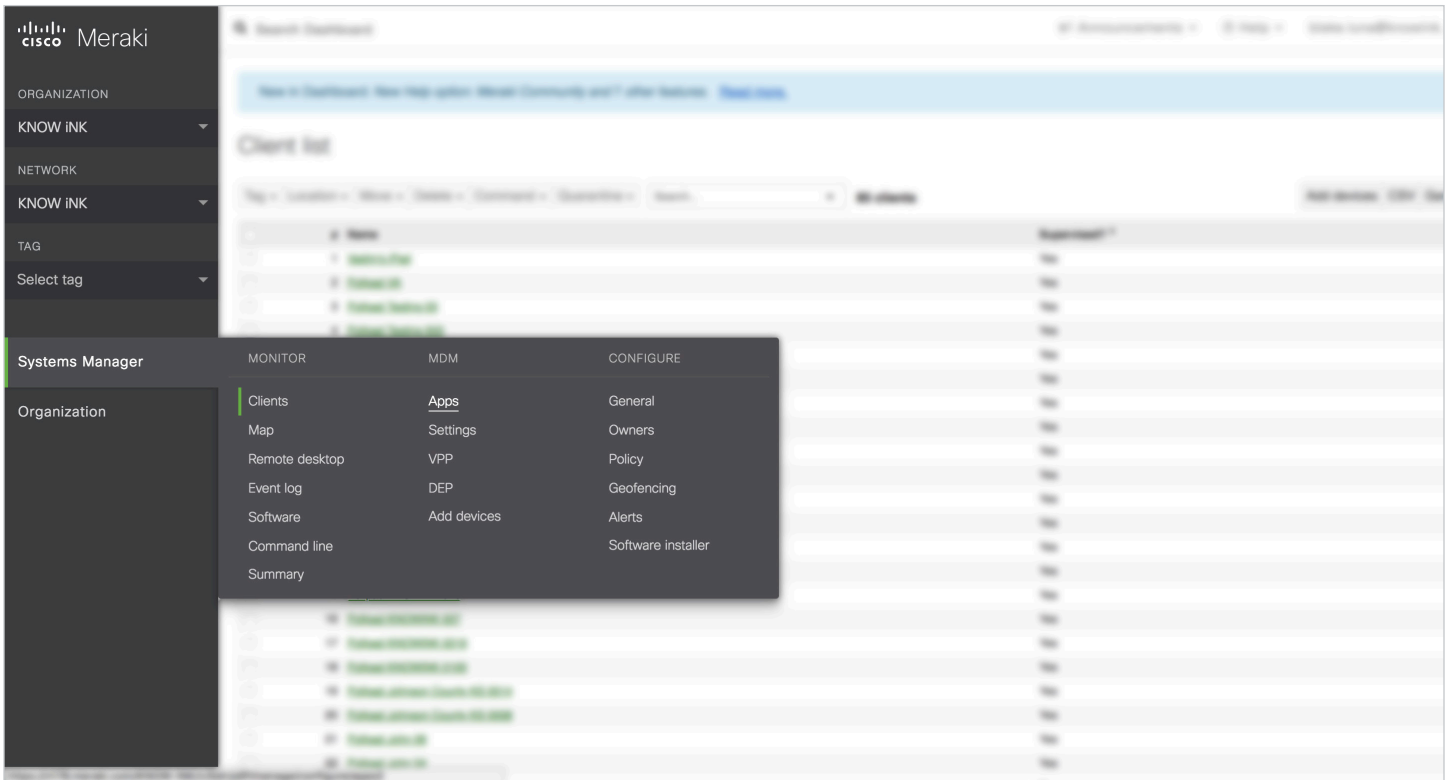
1 On the device page, click **ACTIONS** > **DOWNLOAD LOGS**

ePulse will download the device logs as a zip file and you will be prompted to save the file.

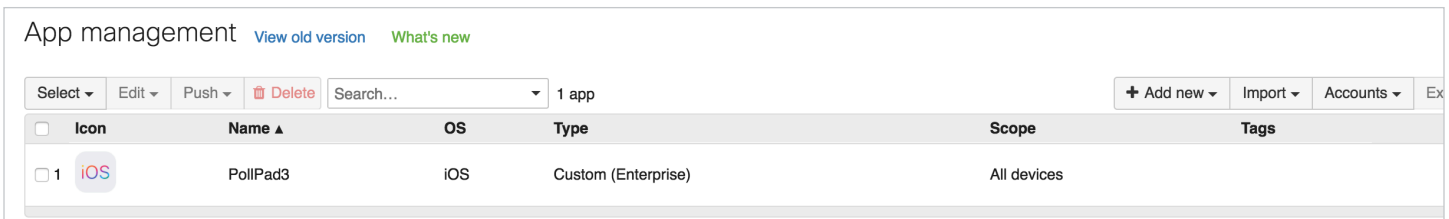
Save the zip file to the desired destination on your computer.

UPDATING APPLICATIONS

Periodically, in preparation for election day, the Poll Pad application will need to be updated. To deploy the newest version of the application, sign into the Meraki mobile device management system. Once logged in, use the system manager to access the apps feature of the MDM.



On the resulting page, select the app you wish to deploy.



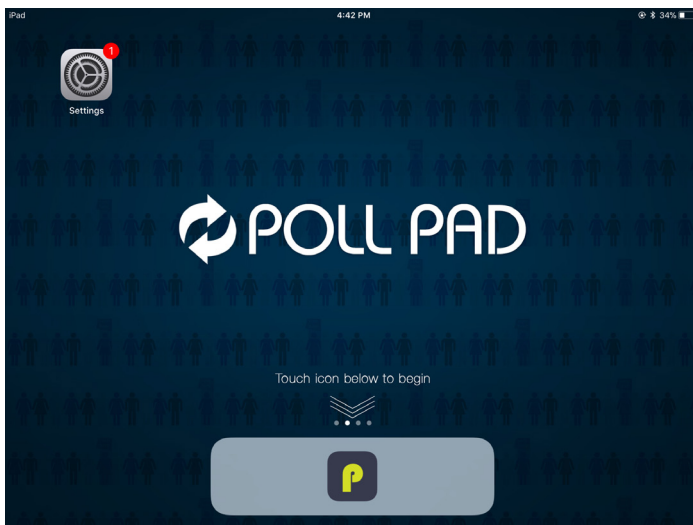
Scroll to the bottom of the page to view your Poll Pads. Select the Poll Pads you want to update and use the Manage button to send out an “Uninstall” command. This will remove the application from the selected iPad.

Status

Select ▾ Manage ▾ Cert 2 of 11 devices, 2 selected Export ▾

✓ Name	System type	Install status	Version	Tags
1 Poll Pad	iPad (5th Gen.)	Installing	1.1.0	recently-added
2 Poll Pad	iPad (5th Gen.)	Installing	1.1.0	recently-added

Install or upgrade Uninstall



Before Command



After Command

Once removed, use the Manage button to reinstall the application. The application will reappear and begin to download. Once complete, the Poll Pad application icon will reappear.

Status

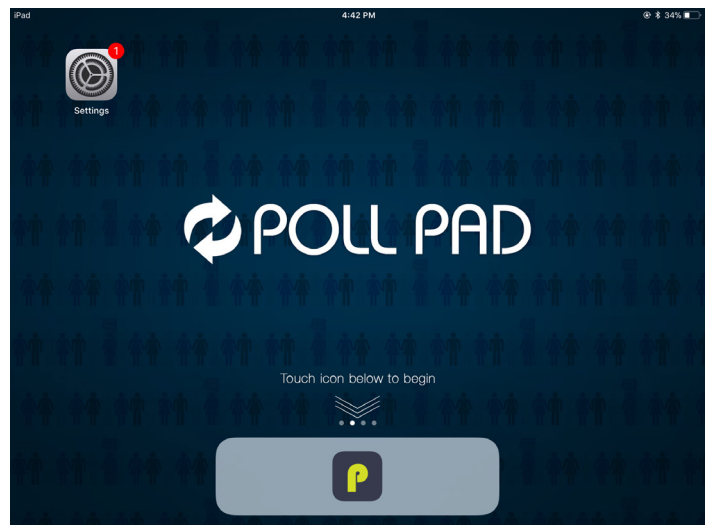
Select Manage Cert 2 of 11 devices, 2 selected Export

Name	System type	Install status	Version	Tags
1 Pollpad	iPad (5th Gen.)	Installing	1.1.0	recently-added
2 Pollpad	iPad (5th Gen.)	Installing	1.1.0	recently-added

Install or upgrade Uninstall



Application Updating



Update Complete

All Poll Pads are sent pre-enrolled in Meraki Mobile Device Management (MDM) system, allowing administrators to lock or control nearly every aspect of the system. With the Meraki MDM system, an administrator can lock or wipe the iPad. Additionally, the app store, game center, news app, entertainment apps, and others, are all locked out from use and able to be controlled by the MDM.

If a device has gone missing, you can utilize the security features built into Meraki to lock or wipe a Poll Pad. Navigate to the individual device you wish to lock or wipe by clicking on the device name from the **Clients** page.

1 Lock Device: This option will remotely lock the Poll Pad and require a password to re-enter the device.

Note: For this option to function properly, you must have a passcode previously set up and turned on in the settings on the iPad.

2 Selective Wipe: This option will remove all managed apps and profiles, but keep the device under management.

3 Erase Device: This option will erase all data on the device.

Clients • Pollpad Blake Demo

MDM commands

Mobile security

- AirPlay
- Data settings
- Send notification
- GPS location

Device security

- 1 Clear passcode
- 2 Lock device
- 3 Selective wipe
- 4 Erase device

Activation Lock Bypass ⓘ

- Disable activation lock
- Show bypass code

Restrictions

Enforced by profile: Staff Settings

Auto Correction: No	Book Erotica: No	Dictation: No	Fetch When Roaming: No
Game Center Friends: No	Multitasking Gaming: No	Passbook While Locked: No	Predictive Keyboard: No
Siri: No	Spell Check: No	Video Conferencing: No	Voice Dialing: No
Force Air Play Incoming Requests Pairing Password: Yes	Force Air Play Outgoing Requests Pairing Password: Yes	Force Siri Profanity Filter: Yes	

Profiles ⓘ Refresh profiles list

Installed ▼	Name	Managed?	Up-to-date?	Scope
Apr 04, 2018	Block iOS Updates (v2)	Yes	Yes	System
Apr 04, 2018	Staff Settings	Yes	Yes	System
Apr 04, 2018	KNOWINK WIFI	No	-	System
Apr 04, 2018	Meraki Management	No	-	System

KNOWINK | JETPACK SETUP

IMPORTANT: You must plug in and turn ON your Hotspot in order to receive any supplemental data!
Ensure all jurisdictional and/or State wireless network requirements are followed when WiFi and/or MiFi connections are utilized



1 LOCATE HOTSPOT

In the carrying case, locate the Hotspot and power cord.



2 CONNECT

Plug power cord into the side of the Hotspot.
On the cord, the arrow marks which side is up.



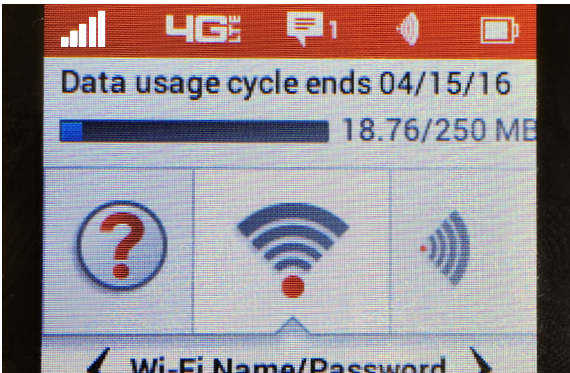
3 POWER CONNECTION

Plug your Hotspot into a wall outlet.
NOTE: Your Hotspot has a 2-hour battery.



4 POWER ON HOTSPOT

Press and hold the **power button** on the side of the Hotspot for five seconds.



5 HOTSPOT CONNECTED

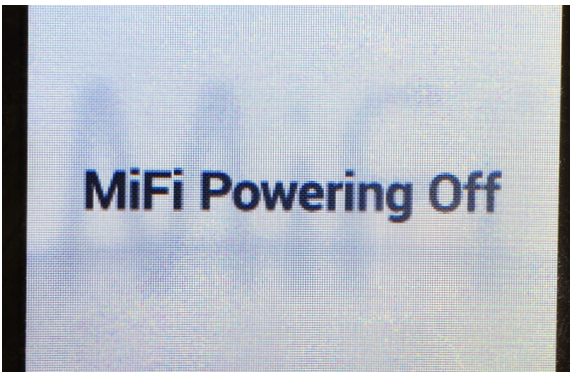
When connected, the display will look similar to a cell phone display. Make sure the Hotspot has a good signal by checking the bars at the top left of the screen. If it does not have a good connection, try moving it to a different location or close to a window, keeping it within 80 feet of the Poll Pads.

NOTE: Tap the power button to "wake up" the Hotspot screen if you need to confirm connectivity during the day.



6 POWERING OFF

Press and hold the power button until the "powering off" screen appears.



7 HOTSPOT POWERED OFF

The screen will read 'Powering Off'.



8 RETURN ITEMS

Unplug the power cord and return the Hotspot and power cord to the carrying case. Return the case to the Election headquarters.



STEP 1: Remove equipment from packaging.



STEP 2: Attach antennas (2) to device.



STEP 3: Plug the SA2100 into primary AC power supply. (Electrical outlet, extension cord, power strip, etc)



STEP 4: The device will power on once connected to electricity (This can take up to 2 minutes)



STEP 5: After powering on, the lights on the FRONT of the device will illuminate. The light on the FRONT LEFT side of the device will indicate connection to the cell tower (light can appear different colors: red, green or blue) and the 5 bars located ABOVE this indicate signal strength.



STEP 6: FRONT RIGHT side of the device (located far-right) should be a solid green. (Power Indicator)

STEP 7: On the FRONT RIGHT side of the device (the second from the right green light) is the SSID indication light. (When illuminated this means you are broadcasting the Pollpad WiFi Secure – Mobile network)



SA2100 WiFi Set-Up




LEDs




The SA 2100 router has LEDs that verify status, signal, and connectivity.



Figure 1-3

The following table describes each LED:

Symbol	LED	Color	State	Description
	Power:	Green	On	Normal operation (External or Battery Power) ** Note When operating on Battery power all other LEDs are OFF. The LED blinks slowly, once every 5 secs when running on the battery.
			Blinking 1 sec On 2 sec Off	During device Reset or Power-up sequence

Symbol	LED	Color	State	Description
	WiFi:	Green	Off	Wi-Fi not enabled or No Wi-Fi connected devices or device is powered from Battery
			On	External Power - Wi-Fi devices Attached but no Wi-Fi traffic
			Blinking 1 sec On 1 sec Off	Wi-Fi traffic
	WAN - LTE	Green	ON	Attached (LTE) - no traffic
			Blinking 1 sec On 1 sec Off	PDP Activity
	WAN - 4G/3G	Blue	ON	Attached (4G/3G) - no traffic
			Blinking 1 sec On 1 sec Off	PDP Activity
	WAN - 2G	Orange	ON	Attached (2G) - no traffic
			Blinking 1 sec On 1 sec Off	PDP Activity
	Cellular 5-bar signal strength:	Green	Off	No SIM/No Signal/Operating from battery
		Green	On	Active only when external power is present.

VoiceOver

Turn VoiceOver on or off. Summon Siri and say “turn on VoiceOver” or “turn off VoiceOver.” You can also go to Settings > General > Accessibility > VoiceOver, or use accessibility shortcuts.

Unlock iPad. Press either the Sleep/Wake or Home button, then double-tap the screen. On iPad models with Touch ID, you can unlock iPad by placing your finger on the Home button. See Wake and unlock iPad.

Enter your passcode silently. To avoid having your passcode spoken as you enter it, enable handwriting mode or type onscreen braille.

Unlock iPad with Touch ID. You can unlock iPad by pressing your finger on the Home button if you set up Touch ID (on supported models). To use Touch ID by touching instead of pressing the Home button, go to Settings > General > Accessibility > Home Button, then turn on Rest Finger to Open.

Open an app, toggle a switch, or tap an item. Tap the item, then double-tap the screen.

Double-tap the selected item. To invoke a command normally executed by tapping twice on the screen—selecting a word or zooming an image, for example—tap three times.

Adjust a slider. Tap the slider, then swipe up or down with one finger.

Use a standard gesture. Double-tap and hold your finger on the screen until you hear three rising tones, then make the gesture. When you lift your finger, VoiceOver gestures resume. For example, to drag a volume slider with your finger instead of swiping up and down, select the slider, double-tap and hold, wait for the three tones, then slide left or right.

Scroll a list or area of the screen. Swipe up or down with three fingers.

Use the list index: Some lists have an alphabetical table index along the right side. Select the index, then swipe up or down to move through the index. You can also double-tap, hold, then slide your finger up or down.

Reorder a list: You can change the order of items in some lists, such as the Rotor items in Accessibility settings. Tap the Reorder button to the right of an item, double-tap and hold until you hear three rising tones, then drag up or down.

Open the notifications screen. Tap any item in the status bar, then swipe down with three fingers. Or touch and hold the top of the screen until you hear a sound, then swipe down. To return to where you were, do a two-finger scrub (move two fingers back and forth three times quickly, making a “z”) or press the Home button.

Open Control Center. Tap any item in the status bar, then swipe up with three fingers. Or touch and hold the bottom of the screen until you hear a sound, then swipe up. To dismiss Control Center, do a two-finger scrub

VoiceOver

or press the Home button.

Search from the Home screen. Tap anywhere on the Home screen outside the status bar, then swipe down with three fingers.

Activate Slide Over. Tap any item in the status bar, then swipe left with three fingers. Or touch and hold the right edge of the screen until you hear a sound, then swipe left.

Select the divider: Tap the divider.

Turn on Split View: Double-tap the divider.

Resize the divider: Double-tap and hold the divider, then drag it.

Switch apps. Open the App Switcher, swipe left or right with one finger to select an app, then double-tap to switch to it. Or, set the rotor to Actions while viewing open apps, then swipe up or down to cycle through the apps.

Rearrange apps on your Home screen. Use one of the following methods:

Drag and drop: Tap an icon on the Home screen, then double-tap and hold your finger on the screen until you hear three rising tones. The item's relative location is described as you drag. Lift your finger when the icon is in its new location. Drag an icon to the edge of the screen to move it to another Home screen. You can continue to select and move items until you press the Home button.

Move actions: Tap an app, then swipe down to hear available actions. When you hear Arrange Apps, double-tap to start arranging apps. Find the app you wish to move, then swipe down to the Move action and double-tap. Move the VoiceOver cursor to the new destination for the app, then choose from the available actions: Cancel Move, Create New Folder, Add to Folder, Move Before, or Move After. You can continue to select and move items until you press the Home button.

Speak iPad status information. Tap the status bar at the top of the screen, then swipe left or right to hear information about the time, battery state, Wi-Fi signal strength, and more.

Speak notifications. Go to Settings > General > Accessibility > VoiceOver, then turn on Always Speak Notifications. Notifications, including the text of incoming text messages, are spoken as they occur, even if iPad is locked. Unacknowledged notifications are repeated when you unlock iPad.

Turn the screen curtain on or off. Triple-tap with three fingers. When the screen curtain is on, the screen contents are active even though the display is turned off.

Set audio routing options. Go to Settings > General > Accessibility > VoiceOver > Audio. Device-specific options are shown if you connect additional devices, such as an instrument amplifier or DJ mixer.

AssistiveTouch

AssistiveTouch helps you use iPad if you have difficulty touching the screen or pressing the buttons. You can use AssistiveTouch without any accessory to perform gestures that are difficult for you. You also can use a compatible adaptive accessory (such as a joystick) together with AssistiveTouch to control iPad. To configure the AssistiveTouch menu, go to Settings > General > Accessibility > AssistiveTouch.

AssistiveTouch lets you perform the following actions and more just by tapping (or the equivalent on your accessory):

- Open the AssistiveTouch menu
- Go to the Home screen
- Double-tap
- Perform multifinger gestures
- Summon Siri
- Access Control Center, notifications, Lock screen, or App Switcher
- Adjust volume on iPad
- Shake iPad
- Take a screenshot
- Use Apple Pay (on models that support Apple Pay)
- Speak screen
- Control Analytics
- Restart iPad

Turn on AssistiveTouch. Tell Siri “turn on AssistiveTouch,” go to Settings > General > Accessibility > AssistiveTouch, or use Accessibility Shortcut. When AssistiveTouch is on, the floating menu button appears on the screen.

Add more actions to the AssistiveTouch menu. Go to Settings > General > Accessibility > AssistiveTouch > Customize Top Level Menu. The menu can have up to eight actions.

Show or hide the AssistiveTouch menu. Tap the floating menu button, or click the secondary button on your accessory.

AssistiveTouch

Show the Home screen. Tap the menu button, then tap Home.

Lock or rotate the screen, adjust iPad volume, or simulate shaking iPad. Tap the menu button, then tap Device.

Perform a swipe or drag that uses 2, 3, 4, or 5 fingers. Tap the menu button, tap Device > More > Gestures, then tap the number of digits needed for the gesture. When the corresponding circles appear on the screen, swipe or drag in the direction required by the gesture. When you finish, tap the menu button.

Perform a pinch gesture. Tap the menu button, tap Custom, then tap Pinch. When the pinch circles appear, touch anywhere on the screen to move the pinch circles, then drag them in or out to perform a pinch gesture. When you finish, tap the menu button.

Create your own gesture. You can add your own favorite gestures to the control menu (for example, touch and hold or two-finger rotation). Tap the menu button, tap Custom, then tap an empty gesture placeholder. Or go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture.

Example 1: To create the rotation gesture, go to Settings > General > Accessibility > AssistiveTouch > Create New Gesture. On the gesture recording screen that asks you to touch to create a gesture, rotate two fingers on the iPad screen around a point between them. (You can do this with a single finger or stylus—just create each arc separately, one after the other.) If it doesn't turn out quite right, tap Cancel, then try again. When it looks right, tap Save, then give the gesture a name—maybe "Rotate 90." Then, to rotate the view in Maps, for example, open Maps, tap the AssistiveTouch menu button, and choose Rotate 90 from Custom. When the blue circles representing the starting finger positions appear, drag them to the point around which you want to rotate the map, then release. You might want to create several gestures with different degrees of rotation.

Example 2: Let's create the touch-and-hold gesture that you use to start rearranging icons on your Home screen. This time, on the gesture recording screen, touch and hold your finger in one spot until the recording progress bar reaches halfway, then lift your finger. Be careful not to move your finger while recording, or the gesture will be recorded as a drag. Tap Save, then name the gesture. To use the gesture, tap the AssistiveTouch menu button, then choose your gesture from Custom. When the blue circle representing your touch appears, drag it over a Home screen icon and release.

If you record a sequence of taps or drags, they're all played back at the same time. For example, using one finger or a stylus to record four separate, sequential taps at four locations on the screen creates a simultaneous four-finger tap.

Exit a menu without performing a gesture. Tap anywhere outside the menu. To return to the previous menu, tap the arrow in the middle of the menu.

Assign custom actions to the menu button. By default, a single tap on the menu button opens the menu. To assign other actions to the menu button, go to Settings > General > Accessibility > AssistiveTouch. Below

AssistiveTouch

Custom Actions, you can assign different actions to a single tap, double tap, or long press.

Reduce the visibility of the menu button when not in use. Go to Settings > General > Accessibility > AssistiveTouch > Idle Opacity, then drag the slider.

Move the menu button. Drag it anywhere along the edge of the screen.

Switch Control

If you have a motor impairment, Switch Control lets you control iPad using one or more connected physical switches. Use any of several methods to perform actions such as selecting, tapping, dragging, typing, invoking multitasking options on devices that support them, and even free-hand drawing. You use a switch to select an item or location on the screen, and then use the same (or different) switch to choose an action to perform on that item or location. Three basic methods are:

- Item scanning (default), which highlights different items on the screen until you select one.
- Point scanning, which lets you use scanning crosshairs to pick a screen location.
- Manual selection, which lets you move from item to item on demand (requires multiple switches).

Whichever method you use, when you select an individual item (rather than a group), a menu appears so you can choose how to act on the selected item (tap, drag, or pinch, for example).

If you use multiple switches, you can set up each switch to perform a specific action and customize your item selection method. For example, instead of automatically scanning screen items, you can set up switches to move to the next or previous item on demand.

You can adjust the behavior of Switch Control in a variety of ways, to suit your specific needs and style.